

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**COUNCIL CHAMBERS**  
**WILLMAR MUNICIPAL UTILITIES BUILDING**  
**WILLMAR, MINNESOTA**

April 18, 2016  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Denis Anderson, Audrey Nelsen, Ron Christianson, Rick Fagerlie, Shawn Mueske, Andrew Plowman and Tim Johnson. Council Member Steve Ahmann was excused from the meeting. Present 8, Absent 1.

Also present were City Administrator Larry Kruse, City Clerk Kevin Halliday, Community Education and Recreation Director Steve Brisendine, Public Works Director Sean Christensen, Finance Director Steve Okins, Fire Chief Frank Hanson, Planning and Development Services Director Bruce Peterson, Police Officer Ross Livingood and City Attorney Robert Scott.

As an addition to the agenda, Council Member Fagerlie commented on the Good Food Access event, a community gathering to discuss food access solutions which is being held on Thursday, April 21<sup>st</sup> from 1:00 – 2:30 pm. at 313 SW 4<sup>th</sup> Street. Council Member Anderson asked to make a comment at the end of the meeting.

Council Member Christianson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of April 4, Labor/City Council Minutes of April 4, Council Work Session Minutes of April 11, Willmar Municipal Utilities Board Minutes of April 11, Planning Commission Minutes of April 13, Accounts Payable Report through April 13 and Willmar Community and Activity Center Minutes of April 8, 2016. Council Member Fagerlie seconded the motion which carried.

At 7:04 p.m. Mayor Calvin opened the hearing for an Annexation Ordinance for the William and Carol Cairns property. Planning and Development Services Director Bruce Peterson presented the annexation which includes .96 acres on 19<sup>th</sup> Avenue SW and has been reviewed and approved by the Planning Commission. They owners plan to utilize municipal services and it is staff's recommendation to adopt the ordinance approving the annexation.

There was no one to speak for or against the Ordinance for Annexation. Mayor Calvin closed the hearing at 7:05 p.m. and opened it up for discussion by the Council. Council Member Anderson offered a motion to adopt, assign a number and order final publication of the Ordinance for Annexation. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:05 p.m. Mayor Calvin opened the ordinance hearing for amending Section 2.03 of the City Charter. City Clerk Kevin Halliday brought forth four separate amendments to the City Charter proposed by the Charter Commission. Clerk Halliday commented that by State Statute, the Council has thirty days to act on these amendments. It is staff's recommendation that the Council pass a motion after each hearing to continue the hearing until May 16<sup>th</sup>. Clerk Halliday presented the first amendment which was to Section 2.03, the General Powers and Duties of the Council. The Charter Commission is recommending adding a new subdivision where a structure is set up to compel future City Councils to develop a vision, mission statement and strategic plan. The Charter Commission is recommending this be included under Section 2.03 – General Powers and Duties of the Council.

There was no one to speak for or against the amendment to the Charter. Council Member Christianson made a motion to continue the hearing until May 16, 2016. Council Member Fagerlie seconded the motion, which carried.

At 7:06 p.m. Mayor Calvin opened the ordinance hearing for amending City Charter Section 7.05 – Recall of the City Charter. City Clerk Kevin Halliday stated this section strikes out the current language whereby the Charter Commission desires to not address the issue of any reimbursements for legal services, supplies, printing, and notarial fees, and simply makes it clear that no City funds are to be expended for the actions of the Citizen Recall Committee nor can any committee member accept any remuneration for services performed on such a committee.

There was no one to speak for or against the amendment to the Charter Section 7.05. Council Member Johnson expressed his concern of the language being stricken referencing legal services and does not favor removing what he considers a strong hint that the recall committee gets good legal advice. Council Member Anderson made a motion to continue the hearing until May 16, 2016. Council Member Mueske seconded the motion. Kelly Welch, 1304 23<sup>rd</sup> Street SE, stated the word “but” is what turns this language around. The Charter Commission felt with the word “but” in there it allows an opening to push for reimbursement. The motion was voted on with 5 Ayes and 2 Noes. Council Members Johnson and Christianson cast the “no” votes.

At 7:17 p.m. Mayor Calvin opened the ordinance hearing for amending City Charter Section 2.11 – Procedure. City Clerk Kevin Halliday stated this section of the Charter strikes through current language detailing the known versions of parliamentary rules defaulting to the word “established” set of parliamentary rules. The Charter Commission believes this will properly position the City for the ever-changing rules and names in the future.

There was no one to speak for or against the amendment to the Charter Section 2.11. Council Member Anderson made a motion to continue the hearing until May 16, 2016. Council Member Mueske seconded the motion, which carried.

At 7:23 p.m. Mayor Calvin opened the ordinance hearing for amending City Charter Section 9.04 – Oath of Office. City Clerk Kevin Halliday informed the Council this amendment adds detail to the current oath which is administered to elected or appointed officials and board and commission members. The Charter Commission believes clarity of individual offices and positions is beneficial for this City.

There was no one to speak for or against the amendment to the Charter Section 9.04. Council Member Christianson made a motion to continue the hearing until May 16, 2016. Council Member Anderson seconded the motion, which carried.

Bob Skor, 617 SW 14<sup>th</sup> Street, was signed up to speak during the Open Forum. Mr. Skor referenced his sign “Recall Mayor Calvin” which references our First Amendment Right – Freedom of Speech. He addressed the downtown flower issue stating he would rather see the City plant the flowers and the business owners’ care for them. If the maintenance for the flowers stays as it is, the job should be bid. Last year the job paid about \$9,000 for three months. Mr. Skor stated it will take more than flowers to beautify the downtown area. He opined he sees no need for a Local Option Sales Tax and the citizens of Willmar are unable to absorb the spending practices. He would rather see the City use Reserve Funds.

The Public Works/Safety Committee Report for April 12, 2016 was presented to the Mayor and Council by Council Member Christianson. There were nine items for consideration.

Item No. 1 Three staff from Divine Home Care approached the Committee with the request to temporarily remove the two-hour parking on 2<sup>nd</sup> Street SW between Becker Avenue and Litchfield Avenue. They previously used Heritage Bank’s parking lot and were told they cannot park there during the bank’s construction and their facility is not big enough to allow adequate private parking for staff. Public Works Director Christensen stated the company should look into leasing spaces from other neighboring lots before the City would consider proceeding with other options. This was received by the Council for information only.

Item No. 2 Police Chief Jim Felt noted the jail census for April 12, 2016 was 122; 43 inmates from the Department of Corrections, 71 inmates from Kandiyohi County, 4 inmates from Swift County, 1 inmate from Pine County, 1 inmate from Redwood County, and 2 inmates from Stevens County. The calls for service the previous two weeks totaled 768 and are 10 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and abandoned vehicles. Chief Felt noted the department will be starting Coffee with the Cops on April 21<sup>st</sup> from 7:30 to 9:00 a.m. at Cornerstone Coffee. The event, tentatively scheduled for every other month at various Willmar coffee shops, invites citizens to sit down with several police officers to ask questions or discuss topics. The committee discussed the Fire Department will be doing a controlled burn this Saturday at 7:00 a.m. at 621 6<sup>th</sup> Street SW. This update was received by the Council for information only.

Item No. 3 The Public Works Director brought forth, for information, an update on department purchases and activities. Wastewater is proceeding with the purchase of a Polaris Ranger in the amount of \$13,550.89 and Nuhn Honey Wagon in the amount of \$59,335, pavement marking quotes were received and Traffic Marking Services of Maple Lake was awarded the project in the amount of \$13,318. Bids were received for the Public Works garage roof replacement with West Central Roofing Contractors being the apparent low bidder in the amount of \$86,642.86 with a request for bid award and authorization of signatures to be brought forth at a later date. The Committee discussed the clarification of the purchasing policy details and the threshold allowing staff to proceed with purchases without Council approval. Spring road restrictions will be lifted on Friday, April 15<sup>th</sup> at 12:01 a.m. A large water main break took place just off the corner of 19<sup>th</sup> Avenue and 22<sup>nd</sup> Street SW affecting approximately 150 feet of pavement. The Committee discussed the effectiveness of the removal of the parking space in front of the entrance of the library on east side of 5<sup>th</sup> Street SW. The Council received the update on purchases and activities for information only.

Item No. 4 Staff brought forth, for approval, the re-appropriation of unused funds from the purchase of a skid loader in 2014 for the purchase of the flex fiber ground cover for the seven new playground units being installed at six park locations. The Committee was recommending the Council re-appropriate \$18,655.00 from CIP funds designated in 2014 for the purchase of a Bobcat T4 skid loader for the purchase of fiber flex for park ground cover.

Resolution No. 1 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to reallocate \$18,655.00 in the 2014 Public Works Capital Budget designated for purchase of a Bobcat T4 skid loader to purchase 1,612 cubic yards of Flex Fiber for playground cover of seven playground units.

Dated this 18th day of April, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 5 Staff brought forth, for approval, the resolution supporting regional park designation for Robbins Island Park Complex. The application identifies the facility meeting high standards for a natural resource-based outdoor recreation and provides eligibility to apply for Regional Parks and Trails Legacy funding. The Committee was recommending the Council adopt the resolution supporting regional park designation for Robbins Island Park Complex. Council Member Johnson expressed his concern if passing the resolution would obligate the City in future due to legislation that may be passed. The City Attorney will research the issue and provide an answer to staff in the near future if so directed. Council Member Nelsen mentioned the discussion at the Committee meeting can be recapped by staff if there are questions as to why

the City should pursue this regional park designation. Council Member Christianson noted this designation will aid the City is receiving legacy dollars.

Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 2

BE IT RESOLVED that City of Willmar as lead applicant, has the authority to act as legal public sponsor for the application described in the Request for Designation as a Regional Park or Trail in Greater Minnesota. As applicant, the City of Willmar formally supports and authorizes the applicant's submission on behalf of the partnership.

BE IT FURTHER RESOLVED that as applicant we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted.

BE IT FURTHER RESOLVED that, should Robbins Island Park Complex receive formal designation as a Regional park or trail in Greater Minnesota by the Commission, that as the we have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park or trail.

BE IT FURTHER RESOLVED that listed applicant certifies they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

Dated this 18th day of April, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, to declare costs to be assessed, order preparation of the assessment roll, and to call for the Assessment Hearing on City Projects Nos. 1601, 1602, 1603-A and 1603-B. Bids were opened on April 5<sup>th</sup> and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. The Committee was recommending the Council declare costs to be assessed, order preparation of the assessment roll, and to call for the Assessment Hearing on May 16, 2016 for Project Nos. 1601, 1602, 1603-A and 1603-B.

Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 3

##### CALLING HEARING ON ASSESSMENTS FOR PROJECT NOS. 1601, 1602, 1603-A, AND 1603-B 2016 STREET AND OTHER IMPROVEMENTS

WHEREAS, the City Clerk-Treasurer with the assistance of the City Engineer has prepared an assessment roll for Project Nos. 1601, 1602, 1603-A, and 1603-B of the 2016 Street and Other Improvements, and said proposed assessment roll is on file with the Clerk-Treasurer and open to public inspection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, as follows:

1. The Clerk-Treasurer shall publish notice that this City Council will meet to consider the proposed assessments on May 16, 2016, at 7:01 p.m. in the Council Chambers, Municipal Utilities Building, 700 West Litchfield Avenue, Willmar, Minnesota.

2. Said notice shall also be mailed to the owners of each parcel of property described in the assessment roll.

3. Such notice shall be in substantially the following form:

(For Notice in its entirety, see 2016 Assessments File, located in the City Clerk's Office)

4. Said notice shall be published by the City Clerk-Treasurer in the official newspaper at least two weeks prior to the hearing and mailed by said Clerk-Treasurer to the owners of each parcel described in the assessment roll.

Dated this 18th day of April, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 7 Staff brought forth, for approval, to accept the bid, award the contract to Duininck, Inc. in the amount of \$34,787.00, adopt the project budget for Project No. 1604 and authorize necessary signatures. The project includes the parking lot repair adjacent to 1801 Technology Drive NE. It was the Committee's recommendation to the Council to accept the bid, award the contract to Duininck, Inc. in the amount of \$34,787.00, adopt the project budget for Project No. 1604 and authorize signatures.

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. for Project No. 1604 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$34,787.00.

Dated this 18th day of April, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 5

##### PROJECT NO. 1604

OTHER SERVICES:		RECEIVABLES:	
Mtce. of Other Impr.	\$34,787.00	State Aid	<u>\$43,483.75</u>
Other Services	<u>\$3,478.70</u>	TOTAL	\$43,483.75
TOTAL	\$38,265.70		

OTHER CHARGES:

Prof. Serv. \$5,218.00  
TOTAL \$5,218.00

FINANCING:

State Aid \$43,483.75  
TOTAL \$43,483.75

GRAND TOTAL \$43,483.75

Dated this 18th day of April, 2016

/s/ Marv Calvin

Mayor

/s/ Kevin Halliday

Attest: City Clerk

Item No. 8 Staff brought forth, for approval, Change Order No. 1 in the amount of \$1,800.00, accept the project and authorize final payment to Land Pride Construction, LLC in the amount of \$6,168.42 for Project No. 1502. The project includes sanitary sewer and water main improvements on Benson Avenue SE, Lakeland Drive NE, Airport Drive SW and East TH No. 12. The Committee was recommending the Council approve Change Order No. 1 in the amount of \$1,800.00, accept the project and authorize final payment to Land Pride Construction, LLC in the amount of \$6,168.42 for Project No. 1502.

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 6

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT: Project No. 1502 – Sanitary Sewer & Water Main Improvements

CONTRACTOR: Land Pride Construction  
DATE OF CONTRACT: April 20th, 2015  
BEGIN WORK: June 3, 2015  
COMPLETE WORK: August 28, 2015  
APPROVE, ENGINEERING DEPT: September 30, 2015

**BE IT RESOLVED** by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 1502 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT: \$88,933.00  
CHANGE ORDER NO. 1: \$1,800.00  
FINAL NET CONTRACT AMOUNT, PROPOSED: \$89,168.47

ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED: \$89,168.47  
Less Previous Payments \$83,000.05  
**FINAL PAYMENT DUE CONTRACTOR: \$6,168.42**

Dated this 18th day of April, 2016

/s/ Marv Calvin

Mayor

/s/ Kevin Halliday

Attest: City Clerk

Item No. 9 The Committee discussed the potential of the Willmar Public School District cutting

the position of crossing guards. A citizen concern of other infrastructure needs to be prioritized instead of investing funds only into the Park Plan was discussed. The recent resignation of MUC Director Wes Hompe was noted. The Council received these items for information only.

The Public Works/Safety Committee Report for April 12, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Fagerlie. Council Member Nelsen made a motion that the Purchasing Policy go back to the Finance Committee for clarification. Council Member Christianson seconded the motion, which carried. The motion on the table to file the minutes carried.

The Labor Relations Committee Report for April 13, 2016 was presented to the Mayor and Council by Council Member Mueske. There were six items for consideration.

Item No. 1        There were no comments from the public.

Item No. 2        City Administrator Kruse brought forth for consideration a recommendation to extend work hours on a Department by Department (building by building) basis effective May 22, 2016 through September 3, 2016. Extended hours are defined as four nine-hour days starting at 7:00 a.m. to 4:30 p.m. on Monday through Thursday and one half day from 7:00 a.m. to 12:00 noon on Friday. City Administrator Kruse overviewed his experience with extended hours in other communities and stated departments participating need to have a plan to cover most unforeseen events which may occur on the shorter day. It was noted represented groups must agree to the change and this is not a contract right. The Committee discussed the pros and cons for both the public and the employees. It was the consensus of the committee to receive this for information only. This was also received by the Council for information only.

Item No. 3        City Administrator Kruse requested the Committee consider an organizational structure which includes the position of an Administrative Services Director. He explained with the announced retirement of Clerk-Treasurer Halliday in September, the position of City Clerk-Treasurer will be modified to be more of a traditional City Clerk. The treasurer and human resource duties presently done by Clerk-Treasurer Halliday would be moved to the Finance Director and Administrative Services Director. The proposed job description for the Administrative Services Director would have the primary function of managing the Human Resources within the City and provide administrative oversight of internal operations. This would be a Director level position reporting to the City Administrator and in the absence of the Administrator would be second in command. City Administrator Kruse was asked to explain the benefit of this organizational structure versus the present organization. He proposed advertising for the Administrative Services Director and City Clerk with a goal of having them both hired by July 1, 2016. This allows the new City Clerk to have the opportunity to be trained for the August primary election as City Clerk Halliday will not be present for the General Election in November and the Administrative Services Director will be able to assist with the implementation of the Classification and Compensation study. It was the recommendation of the City Administrator to approve both job descriptions and forward them onto Springsted to have them incorporated in the study to identify a wage range.

The Committee discussed the proposed reorganizational structure. Council Member Christianson questioned the change of duties for the City Administrator should this position be created and expressed his concern that two current department director positions would no longer be considered as directors. Council Member Anderson expressed his concern that the Council take action on this in the near future. It was the consensus of the Committee to have this item discussed by the full Council at the next Labor meeting which will be scheduled for either April 20<sup>th</sup> or 27<sup>th</sup>. The Council received this item for information only.

Item No. 4        City Administrator Kruse updated the Committee on the Assessing Department merger with Kandiyohi County. Kruse stated meetings continue to be held to work on developing an agreement which is expected to be brought before the City Council and County Board on May 2<sup>nd</sup> and 3<sup>rd</sup>. The Council received this for information only.

The Labor Relations Committee Report for April 13, 2016, was approved as presented and ordered

placed on file in the City Clerk's Office upon motion by Council Member Mueske, seconded by Council Member Anderson. Council Member Nelsen questioned the date for the Labor Relations/Full Council meeting that was mentioned on tape by the Labor Committee. The Council was polled to determine if April 20<sup>th</sup> or 27<sup>th</sup> was the preferred date. It was the consensus of the Council to meet on April 27<sup>th</sup>. The motion to file the minutes carried.

City Clerk Kevin Halliday informed the Council that pursuant to direction from the Minnesota Department of Transit, conversations have been in place to expand the Central Community Transit activities (currently Renville County, Kandiyohi County and the City of Willmar) to include Meeker County and the City of Litchfield. It is the recommendation of the Central Community Transit Powers Board to adopt the new agreement which will supersede all previous agreements. Tiffany Collins, Central Community Transit Director, was present to give more details to the new joint powers agreement.

Resolution No. 7 was introduced by Council Member Fagerlie, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 7

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to execute the Transit Joint Powers Agreement between the Counties of Kandiyohi, Renville and Meeker and the Cities of Litchfield and Willmar, Minnesota.

Dated this 18th day of April, 2016

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Planning and Development Services Director Bruce Peterson introduced an Ordinance to Rezone Erickson Land Co. parcels from Agricultural to General Business and One and Two-Family Residential. Erickson Land Co. wishes to expand two existing parcels for development of an assisted-living facility that requires larger lots to meet setback requirements. Erickson Land Co. is combining existing lots with land they own to the north with a replat. The land to the north is zoned AG and thus to be combined with the existing parcels in Trentwood Estates and rezoned to the current zoning of the lots GB and R-2 respectively. The rezoning was approved by the Planning Commission. Council Member Fagerlie made a motion to introduce the Ordinance to Rezone for a hearing on May 2, 2016. Council Member Anderson seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson presented a request for approval of a preliminary plat. Erickson Land Co. wishes to enlarge two existing parcels in Trentwood Estates Third Addition by 24 feet to allow room for development of an assisted-living facility and meet the setback requirements. Erickson Land Co. owns the agricultural land to the north of the two existing lots and a simple replat is required. The proposed plat has been approved by the Planning Commission and it is the recommendation of staff to approve the preliminary plat as submitted. Council Member Anderson made a motion to approve the preliminary plat for Trentwood Estates Third Addition. Council Member Christianson seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson brought a text amendment to the zoning ordinance before the Council for consideration. He explained that the Planning Commission formed a subcommittee in 2015 to work on the draft ordinance with the assistance of the Downtown Development Inc. to provide Central Business District design standards. The standards address building placement, general design of buildings, scales, materials, entrances, window architectural projections, awnings and design review. Also included are specifics on landscaping, parking, stormwater and signs. The Planning Commission



conducted a public hearing at their past meeting and subsequently approved the ordinance text amendment. It is staff's recommendation to the Council to introduce the ordinance for a hearing. Council Member Nelsen made a motion to set a hearing on the text amendments to the Zoning Ordinance for May 2, 2016 at 7:02 p.m. Council Member Mueske seconded the motion, which carried.

Mayor Calvin introduced the continuation of the Local Options Sales Tax discussion and asked the Council if they wanted to proceed with the discussion at this time or wait until all the members can be present. Council Member Nelsen suggested that a community conversation should be held to involve the public before further conversations of the Council are held. Council Member Anderson felt the Council should make a decision if it is interested in a Local Option Sales Tax and if they are, then the projects should be developed and brought before the citizens by means of a ballot question. Council Member Christianson felt the projects and costs should be determined first and then the means of funding. He spoke against a Local Option Sales Tax. Council Member Johnson spoke against the procedure and indicated we may have the cart before the horse. Council Member Plowman felt this is ultimately a good way for the local community and the citizens to take part in spending and decide where the money should be designated giving them ownership.

City Administrator Larry Kruse overviewed the 13 projects of regional significance and the "next steps" that coincide with the requirements of state statute. Following further discussion, Council Member Anderson made a motion to place the Local Option Sales Discussion on the next Community Development Committee agenda to develop a process to gather input. Council Member Plowman seconded the motion, which carried. Council Member Nelsen opined that we need to see what other communities are funding with their Local Option Sales Tax dollars.

City Administrator Larry Kruse informed the Council there is no money budgeted in 2016 for downtown flower baskets. In 2015 \$9,000 was budgeted and approximately \$4,500 was spent on the flowers and another \$4,500 on watering. He noted the Wilmar Downtown Development is not involved this year and it would be up to the City to put something together. City Administrator Kruse was seeking direction from the Council. Bev Dougherty, Willmar Downtown Development, came before the Council to brief the Council on the history of the installation and maintenance of downtown flower baskets. Council Member Nelsen suggested the City establish a Beautification Committee for future years.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall April 25; Public Works/Safety, 4:45 p.m. at City Hall, April 26; Labor Relations/Full Council, 4:45 p.m. at City Hall, April 27; Community Development, 4:45 p.m. at Council Chambers, April 28, 2016.

Council Member Anderson stated that filings will soon begin for City Council. He announced that it has been his honor to serve on the City Council representing the First Ward for the past 18 years and that he will not be filing for re-election. He thanked the residents for the privilege of serving them.

Council Member Anderson offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, with carried. The meeting adjourned at 8:55 p.m.

Attest:

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MAYOR

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SECRETARY TO THE COUNCIL

**LABOR RELATIONS/CITY COUNCIL PROCEEDINGS**  
**CONFERENCE ROOM NO. 1**  
**CITY OFFICE BUILDING**  
**WILLMAR, MINNESOTA**

April 27, 2016  
4:45 p.m.

The meeting of the Labor Relations Committee/Willmar City Council was called to order at 4:45 p.m. in Conference Room No. 1 of the City Office Building by Vice Chair Shawn Mueske. Members present on a roll call were Mayor Marv Calvin, Council Members Ron Christianson, Andrew Plowman, Denis Anderson, Tim Johnson, Rick Fagerlie, Shawn Mueske, and Audrey Nelsen. Present 8, Absent 1. Council Member Steve Ahmann was excused from the meeting.

Also present were City Administrator Larry Kruse, City Clerk-Treasurer Kevin Halliday, Planning and Development Services Director Bruce Peterson, Finance Director Steve Okins, Fire Chief Frank Hanson, Public Works Director Sean Christensen, and Administrative Assistant Janell Sommers.

Item No. 1 Gary Manzer, the current Public Works Working Foreman who has been employed by the City for 32+ years requested to speak under Public Comment. He stated his concern for the possibility of the sun setting of the City's current Early Retirement Policy whereby the City offers full-time employees with 20 or more years of continuous employment and who are eligible to collect a pension from PERA one year of paid individual health insurance for every three years of service not to exceed \$430 per month until the years of service benefits are exhausted or the employee is Medicare eligible. He opined the huge impact this will have on the City and the poor timing and that the sun setting of this policy would take care of itself in due time as employees hired after 1989 would not be eligible. He asked the Council to take the impact this will have on employees into consideration when making this decision.

The gavel was turned over to Mayor Calvin at 4:48 p.m. and roll call was taken.

Item No. 2 City Administrator Larry Kruse presented a proposal for reorganization of the City's structure by establishing the position of Administrative Services Director and revising the job description of the City Clerk both to be filled by July 1, 2016. This will allow for overlap of the new City Clerk and City Clerk-Treasurer Halliday would perform the duties of Treasurer while mentoring the new Clerk through September 15<sup>th</sup>. Upon his retirement the Treasurer duties will be transferred to the Finance Director. The Administrative Services Director position is a new position developed by taking the duties of a Human Resources Director, some duties from the present City Clerk-Treasurer job description and combining them with administrative functions to provide oversight over all internal operations.

The Council reviewed the organizational charts and financial considerations. Council Member Christianson stated he would like the City to consider sharing a Human Resources position with either the Willmar Municipal Utilities or Rice Memorial Hospital. Council Member Anderson overviewed the financial considerations. The Human Resources position and the organizational chart were discussed at length. Council Member Christianson questioned the Finance Director position no longer being a Department Head and stressed the importance of this position. Council Member Anderson made a motion to approve the recommended job descriptions and reorganization as presented by staff. The motion failed for lack of a second.

Discussion was held in relation to the Human Resources position. Council Members Nelsen and Anderson stressed the City's need to fill the position. Several members of the Council questioned if the position warranted being full time. Council Member Mueske made a motion to formally adopt the position of Human Resources Director. Council Member Plowman seconded the motion. Discussion continued as to what level the position should be filled and if the workload justified a full-time position. Upon a roll call vote, the motion that was on the floor passed with 7 Ayes and 0 Noes.

City Administrator Kruse overviewed the Human Resource functions contained in the job description of Administrative Services Director and indicated he felt there are enough job duties to warrant this position as full time. He brought it to the Council's attention that this position would save the City money with legal fees. Mr. Kruse also asked the Council to consider the adoption of the City Clerk job description so the position can be filled prior to the retirement of the present City Clerk-Treasurer and some of the job duties can be delegated to other departments. Council Member Nelsen voiced her opposition of the Human Resources position discussion being taken to Labor Relations Committee rather than the full Council. Council Member Christianson stated he would like an individual who performs as Human Resources Director at Rice Hospital review the position and job duties and make a recommendation to the Labor Relations Committee as to whether this should be a full-time or part-time position.

At 5:52 p.m. the Council took a five minute recess. At 5:57 p.m. Mayor Calvin reconvened the meeting.

Council Member Christianson made an amendment to the motion to have the Human Resources position brought back before the Labor Relations Committee. Council Member Mueske seconded the motion making a friendly amendment to the motion that the listed Human Resource job duties in the Administrative Services Director job description be used to further the discussion. The motion that was on the floor carried with 5 Ayes and 2 Noes. Council Members Anderson and Nelsen cast the "no" vote.

Item No. 3 City Administrator Kruse presented for the Council's consideration the Early Retirement Incentive Policy Change with the recommendation that effective May 15, 2016, the City revise the policy whereby a qualifying employee who gives written notice prior to January 1, 2017, the employee will receive \$430.00 per month. An employee who gives notice between January 1, 2017 and prior to July 1, 2017 will receive \$300 per month. An employee serving notice of retirement after July 1, 2017 will not be eligible for any early retirement payment.

Council Member Anderson commented that the sun setting of this policy is not something new and has been discussed for a couple years now. Council Member Christianson questioned the major effect. City Administrator Kruse commented that there are approximately 38 employees that are currently eligible for the program which is approximately one-third or 40 percent of the current workforce and whether those employees would choose to exercise the early retirement policy is unknown. Council Member Anderson expressed his concern of losing a substantial amount of employees at one time and offered for consideration the extension of the program through 2017 with the caveat of the employee notifying the City of their intent by the end of 2016 would allow time for hiring. Council Member Nelsen requested more information from Administration and review of the information received from staff. Council Member Nelsen made a motion to table the item. Council Member Johnson seconded the motion, which carried with Council Member Anderson casting a "no" vote.

Item No. 4 City Administrator Larry Kruse presented an update on the merger of the City and County Assessing Departments and informed the Council that consideration of the Ordinance Abolishing the City Assessor's Office will be brought before the Council at the May 2<sup>nd</sup> meeting.

Council Member Anderson made a motion to adjourn the meeting with Council Member Christianson seconding the motion, which carried unanimously. The meeting adjourned at 6:25 p.m.

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MAYOR

Attest:

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SECRETARY TO THE COUNCIL

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**APRIL 25, 2016**

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, April 25, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, Nathan Weber and Abdirizak Mahboub.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Staff Electrical Engineer Jeron Smith, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott, City Councilman Shawn Mueske, and WC Tribune Journalist Shelby Lindrud.

Commission President Holtz opened the meeting by requesting a resolution to approve the Consent Agenda. Commissioner Nagel requested that an agenda item be added to include a report on Willmar's wind turbines. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda with the inclusion of a status report regarding WMU's wind turbine generators. Commissioner Mahboub seconded.

**RESOLUTION NO. 16**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the April 11, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 160664 to No. 160753 inclusive in the amount of \$1,672,614.21 with a MISO charge in the amount of \$40,693.65.

Dated this 25<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

The foregoing resolution was adopted by a vote of seven ayes and zero nays.

Commissioner Laumer (Chair) reviewed with the Commission minutes from the April 11<sup>th</sup> WMU Labor Committee meeting (see attached). The first topic of discussion focused on the status of the WMU linemen's wages versus the current market wages. Possible avenues to bring the WMU's wages more competitive with current market wage were addressed. The second item of discussion was the announcement by General Manager Hompe of this intent to retire from his position as General Manager. Hompe submitted his voluntary separation of employment/ termination notification effective July 15, 2016. Following discussion, Commissioner Laumer offered a motion to approve the minutes of the April 11<sup>th</sup> WMU Labor Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

Staff Electrical Engineer Smith presented the Commission with a request to issue an Invitation to Bid for the 230kV WB Transmission Line Structure Replacement Project. The proposed project will

consist of replacing 16 structures of the WB Transmission Line identified with clearance and/or structural integrity concerns. This project is required to maintain a safe and reliable transmission line in the Willmar area. The estimated cost to replace the structures (including engineering services, removal & disposal of existing structures, etc.) is in the amount of \$425,000. Smith presented the Commission with a timeline for the completion of the project. Following discussion, Commissioner Nagel offered a resolution to approve the project specifications and to solicit sealed bids for the 230kV WB Transmission Line Structure Replacement Project. Commissioner Mahboub seconded.

#### RESOLUTION NO. 17

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Invitation to Bid for the 230kV WB Transmission Line Structure Replacement Project be approved for the estimated amount of \$425,000 with a bid submission deadline of May 13, 2016."

Dated this 25<sup>th</sup> day of April, 2016.

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President

ATTEST:

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Secretary

The foregoing resolution was adopted by a vote of seven ayes and zero nays.

Power Production Supervisor Folkedahl presented the Commission with an update on the current operational status of the Willmar wind turbines (#3 and #4). Folkedahl stated that WTG #4 has recently been experiencing issues related to the hydraulic pump and overheating of the generator. Technicians continue to address the situation and anticipate that the issue should be resolved within the next 2 weeks. In the meantime, WCT #3 continues to be operational and working at full force.

Commissioner Laumer along with General Manager Hompe and Director of Operations Harren presented the Commission with a recap of their recent attendance to the MMUA Legislative Conference held on April 19<sup>th</sup> (St. Paul). Among the key issues and talking points addressed were: 1) Conservation Improvement Program (CIP); 2) railroad right-of-way crossing fees; 3) refundable sales tax for construction materials; 4) labeling of non-flushable wipes; 5) regulatory certainty for effluent limits; 6) broadband access & funding for greater Minnesota; and, 7) wireless pole attachments. The Willmar delegation also met with Sen. Lyle Koenen and Rep. Dave Baker to discuss a number of issues related to WMU and the City of Willmar.

General Manager Hompe presented the Commission with a number of upcoming meetings/events to note. These include:

- WMU Labor Committee Meeting – April 25 (immediately following MUC mtg.)
- APPA Governance Webinar Series (4 of 9): *Industry Issues and Challenges Facing Public Power Governing Bodies* – May 5<sup>th</sup> @ 1:00-2:30 p.m. (WMU Conf. Room)
- MRES 51<sup>st</sup> Annual Meeting – May 11-12 (Sioux Falls, SD)
- APPA National Conference – June 10-15 (Phoenix, AZ)
- MMUA Annual Summer Mtg. – August 15-17 (Cragun's)
- WMU Annual Open House (Public Power Week) – Tues., October 4

There being no further business to come before the Commission, Commissioner Nagel offered a motion to adjourn the meeting. Commissioner Laumer seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:13 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Jeff Nagel, Secretary



**WILLMAR MUNICIPAL UTILITIES  
WMU Labor Committee Meeting Minutes  
Willmar Conference Room  
Monday, April 11, 2016 - 12:30 P.M.**

Attendees: Commissioners Carol Laumer (Chair), Joe Gimse, Nathan Weber, and General Manager Wesley Hompe.

Committee Chair Laumer called the meeting to order at 12:25 p.m. by requesting any additions to the agenda.

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**AGENDA ITEMS:**

➤ **Linemen's Wages:**

General Manager Hompe opened discussion with the Labor Committee regarding the current status of WMU linemen's wages. Background on the wages was reviewed which resulted in a one-time increase to all the linemen. This increase was made in an attempt to bring the WMU linemen's wages more in line with the current linemen's market. Due to the strong competition of lineworkers, the gap has recently begun to creep up in the current wages of the area utilities. This result is due mainly to a surge in retirements.

The current union contract with IBEW Local Union #160 was discussed (2016-2017). Wage differentiation and reclassifications are possible avenues to address that could bring the WMU's linemen's wages more competitive with current market wages.

Following discussion, Commissioner Laumer offered a motion to proceed with discussions with the WMU linemen and IBEW Local Union #160 toward the goal of reaching a Letter of Agreement regarding the linemen's wages. Commissioner Weber seconded the motion which carried by a vote of three ayes and zero nays.

➤ **Miscellaneous:**

General Manager Hompe informed the WMU Labor Committee of his intent to retire from his position as General Manager at the Willmar Municipal Utilities. Hompe has held the position since 2011 and submitted his voluntary termination request effective July 15, 2016. The replacement/search process was briefly discussed. Following discussion, Commissioner Laumer offered a motion to "reluctantly" accept General Manager Hompe's letter of voluntary separation/retirement effective July 15, 2016, and to begin the process to fill the General Manager position. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Gimse offered a motion to adjourn the meeting at 12:58 p.m. Commissioner Weber seconded the motion which carried by a vote of three ayes and zero nays.

Rice Memorial Hospital  
Board of Directors Meeting  
April 20, 2016

These Board of Directors minutes have not  
been officially approved by the RMH Board.

**PRESENT:** David Anfinson, President; Dr. Douglas Allen, Vice President; Eric Weiberg, Secretary; Dr. Michael Gardner, Treasurer; Directors Jon Saunders, Andrea Carruthers and Dr. Lee Cafferty

**ADMINISTRATIVE STAFF:** Michael Schramm, CEO; Bill Fenske, Teri Beyer, Wendy Ulferts, Dr. Ken Flowe, Dr. Fred Hund

**GUESTS:** Joel Halbritter, Lab; Keri Ohren, Respiratory Therapy; Audrey Nelsen, City Council; Shirley Carter, Rice Health Foundation, Anne Polta; West Central Tribune

**CALL TO ORDER/APPROVAL OF MINUTES:** President Anfinson called the meeting to order at 5:30 p.m. A motion was made by Director Gardner and seconded by Director Carruthers to approve the consent agenda.

**PATIENT EXPERIENCE:** Dr. Ken Flowe and Keri Ohren, Respiratory Therapist, presented this month's patient experience. Dr. Flowe presented a graph displaying patients who were in the Emergency Department over 5 times in 2015. One patient had been in the Emergency Department 35 times. This patient had Chronic Obstructive Pulmonary Disease (COPD). Keri Ohren presented information about the pulmonary rehab program at Rice and how this program can impact this disease. This patient had been in the pulmonary rehab program in the past but her insurance no longer covered the program, and the patient refused services through our scholarship program. This patient had frequent readmissions to the hospital so our respiratory therapy began working with the insurance company to see if they would cover the services. Keri and a Care Manager at Rice wrote an appeal letter to the insurance company to try to get pulmonary rehab services covered at Rice. After several denials, the patient was approved for pulmonary rehab. The patient began pulmonary rehab services in December of 2015. Patient is now doing better and indicates that her quality of life has improved. Patient's Emergency Department and hospital admissions have declined significantly.

**QUALITY REPORT:** Joel Halbritter, technical manager from laboratory, presented the quality report. Patient blood management began in the fall of 2014. A team was put together with the support of VHA. The goals established for the process centered on decreasing the number of transfusions that patients receive in order to decrease adverse events related to blood transfusions. Education was done by Dr. Cafferty for the physicians in the fall of 2014. Results indicate a decrease in transfusions of 2 units of blood and more transfusions with 1 unit instead of always transfusing 2 units. New transfusion guidelines were created emphasizing a standard hemoglobin level of 7 instead of 9 before transfusion is indicated. There was a decrease in blood utilization by 12.4% which resulted in significant cost savings over \$100,000 in 2015 (presentation attached to the original of these minutes). Next steps are to continue to educate staff, continue to look at and react to the data, identify champions in specialty areas to help spread the message, and improve the reporting of these results across the organization.

**2016 FINANCIAL AUDIT:** The 2016 financial audit was presented to the Finance Committee by RSM (McGladrey). The auditors' opinion noted this was a clean audit. In this audit, we only presented 1 year



of financial statements because we are required to record the unfunded amount of PERA as a liability. This made the 2014 numbers not comparable so only one year of statements was presented. Motion was made by Director Gardner and seconded by Director Allen to accept the financial audit.

MEDICAL STAFF REPORT: Dr. Hund presented the medical staff report. Dr. Hund recognized that Dr. Jim Tiede has retired from the medical staff. Dr. Hund also reported that the hospital is seeing an increase in the number of patients taking synthetic cavanoids. The patients who use these drugs have a very significant impact on staff as the behavior of these patients is very difficult to control. We are also seeing more family members audiotaping conversations between their family members and the doctor. Because of this emerging trend, the hospital and the clinics are working on a policy to address this issue.

WILLMAR SURGERY CENTER PROJECT UPDATE: M. Schramm presented a report on the Willmar Surgery Center project. We have been working with Mohagen-Hanson architectural firm on the planning process for the project. There has been a user group made of surgeons and Willmar Surgery Center management to work through the details of the planning. We have also had a steering committee that is made up of the WMS Operations Committee that is overseeing and making decisions about the project. Krauss- Anderson was contracted as the construction management group. They are working on doing cost estimations. Recently Krauss Anderson did a cost spot check on the project. The cost estimate came in higher than expected. The size and scope of the project has grown from the original estimates and forces in the markets have impacted costs such as soil conditions at the site. Work will continue on cost reduction.

CEO REPORT: M. Schramm reported that the Rehab building is on schedule and on budget. The lab project is also on time and is going well. Once the lab staff are moved, the construction will begin to install the new PET CT scanner. This will improve access for the community.

Recruitment: We had a site visit from a Medical Oncologist prospect last week for the Cancer Center. He is available in the summer of 2017. We signed an Emergency Room doctor who will be coming in July, and we have had a couple of site visits from other Emergency Room doctors. We also have a new Pediatrician coming in the summer of 2017. We have two orthopedic surgeons starting this summer. Dr. Katie Reigstad, general surgeon, will also start this summer. We are continuing to work on recruitment for a Psychiatrist.

WMS: The Cancer Symposium was held last week at the Willmar Conference Center. There was very good attendance at the symposium. Dana Woelfel is on board as our new Imaging Director.

Rice Health Foundation: Our campaign for the Rehab building with the Rice Health Foundation is still progressing. We have raised over \$1.3 million. The internal campaign with employees surpassed the goal of \$100,000.

The Robotic Assisted Surgery program is doing very well. The numbers have exceeded the initial projections.

Employee recognition week is coming the week of May 9<sup>th</sup>.

NEW BUSINESS:

- A. Teri Beyer presented the annual HIPAA report. Rice looks at the HIPAA compliance rules on an ongoing basis. Employees are educated upon hire and annually on HIPAA. The Business Associate Agreements are tracked with all contract arrangements. Access to computer programs is based on the System User Authorization Form and is appropriate to the role of that employee. Accounting of disclosures are maintained so if a patient wants to know when their record was accessed, they can be provided with that list. Physical safeguards: badge access was reviewed to ensure that staff have access to only the areas that are appropriate for that person's role at Rice. Remodeling was done in HIS which led to additional safeguards for records. Rice received one request for an amendment to records. Rice is not obligated to amend a record when requested but Rice does review the request and grants the amendment if appropriate. Passwords are reset every 180 days. In 2015, we received no written complaints related to privacy. Rice did receive 2 verbal complaints which were investigated and appropriate action was taken. CentraCare assists us with access audits that ensure that there is not inappropriate access to medical records. We had no security breaches reported in 2015. A security audit by a third party firm was completed in 2014 as required and mitigation continued in 2015 on those findings. Motion to accept the annual HIPAA report was made by Director Allen and seconded by Director Cafferty.

OTHER:

- A. Committee Reports: None
- B. City Council Report: Local option sales tax has generated both positive and negative feedback. The City is considering hiring a Human Resources Director. Council Member Anderson announced that he is not running for City Council in 2017.

ADJOURNMENT:        The Board adjourned at 6:45 pm.

Submitted by:

Eric E. Weiberg, Secretary

ACS FINANCIAL SYSTEM  
04/27/2016 14:26:47

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 1

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ALEX AIR APPARATUS INC 002061														
45793 04/27/16			SUSPENDERS	110.05		29651		D	N				SUBSISTENCE OF P	101.42412.0227
45793 04/27/16			FOLDING LADDER BRACKET	140.20		29655		D	N				MTCE. OF EQUIPME	101.42412.0224
				250.25	*CHECK	TOTAL								
			VENDOR TOTAL	250.25										
AMERICAN WELDING & GAS I 000057														
45794 04/27/16			FIRE EXT. REFILL	26.00		03904670		D	N				MTCE. OF EQUIPME	101.42411.0334
45794 04/27/16			FIRE EXT. REFILL	18.50		03908248		D	N				MTCE. OF EQUIPME	101.42411.0334
45794 04/27/16			FIRE EXTINGUISHER	71.50		03924876		D	N				SMALL TOOLS	101.42411.0221
45794 04/27/16			FIRE EXT. REFILL	18.50		03924876		D	N				MTCE. OF EQUIPME	101.42411.0334
45794 04/27/16			FIRE EXT. INSPECTION	696.05		03932074		D	N				MTCE. OF EQUIPME	101.45433.0334
				830.55	*CHECK	TOTAL								
			VENDOR TOTAL	830.55										
ANDERSON/MICHAEL 001828														
45795 04/27/16			ETI CONFERENCE	238.00		187		D	N				TRAVEL-CONF.-SCH	101.42411.0333
BACKES TECHNOLOGY SERVIC 000087														
45796 04/27/16			MOVED CR. CARD HOOKUP	85.00		14813		D	N				MTCE. OF EQUIPME	101.45433.0334
BAKER GRAPHICS 000917														
45797 04/27/16			CINCO DE MAYO POSTERS	137.50		13291		D	N				OTHER CHARGES	208.45010.0449
BEACON ATHLETICS 000096														
45798 04/27/16			DRAG FOR BALLFIELDS	214.60		0456199		D	N				SMALL TOOLS	101.43425.0221
BERNICK'S PEPSI-COLA CO 000103														
45799 04/27/16			CONCESSION SUPPLIES	80.00		109366		D	N				GENERAL SUPPLIES	101.45433.0229
45799 04/27/16			CONCESSION SUPPLIES	201.60CR		18732		D	N				GENERAL SUPPLIES	101.45433.0229
45799 04/27/16			CONCESSION SUPPLIES	61.88CR		20634		D	N				GENERAL SUPPLIES	101.45433.0229
45799 04/27/16			CONCESSION SUPPLIES	690.36		20963		D	N				GENERAL SUPPLIES	101.45433.0229
				506.88	*CHECK	TOTAL								
			VENDOR TOTAL	506.88										
BSE 001980														
45800 04/27/16			R.O. SYSTEM ELEC PARTS	33.07		911045745		D	N				BUILDINGS AND ST	450.45433.0551
BSN SPORTS INC 003001														
45801 04/27/16			SOFTBALLS	2,770.56		97790545		D	N				GENERAL SUPPLIES	101.45432.0229
BUSINESSWARE SOLUTIONS 002776														
45802 04/27/16			HP ELITE X2 TABLET	1,079.00		253561		D	N				SMALL TOOLS	101.41409.0221
45802 04/27/16			PRINT/PAGE COUNT	11.00		253821		D	N				OFFICE SUPPLIES	101.41400.0220
45802 04/27/16			PRINT/PAGE COUNT	45.43		253821		D	N				OFFICE SUPPLIES	101.41402.0220
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45802 04/27/16			PRINT/PAGE COUNT	16.21		253821		D	N				OFFICE SUPPLIES	101.41404.0220
45802 04/27/16			PRINT/PAGE COUNT	177.64		253821		D	N				OFFICE SUPPLIES	101.41405.0220
45802 04/27/16			PRINT/PAGE COUNT	49.89		253821		D	N				OFFICE SUPPLIES	101.41409.0220
45802 04/27/16			PRINT/PAGE COUNT	147.62		253821		D	N				OFFICE SUPPLIES	101.42411.0220

ACS FINANCIAL SYSTEM  
04/27/2016 14:26:47

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 2

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
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	45802	04/27/16	PRINT/PAGE COUNT	21.27		253821		D	N				OFFICE SUPPLIES	101.45433.0220
	45802	04/27/16	PRINT/PAGE COUNT	1.58		253821		D	N				OFFICE SUPPLIES	101.45435.0220
	45802	04/27/16	PRINT/PAGE COUNT	105.49		253821		D	N				OFFICE SUPPLIES	651.48484.0220
				1,778.99										
			VENDOR TOTAL	1,778.99		*CHECK TOTAL								
CARDMEMBER SERVICE			002365											
	45787	04/19/16	9 OFFICE CHAIRS	2,789.25		STMT/3-16		D	N				SMALL TOOLS	101.41408.0221
	45787	04/19/16	BUSINESS MBRSHIP DUES	55.00		STMT/3-16		D	N				SUBSCRIPTIONS AN	101.41408.0443
	45787	04/19/16	USB FILE TRANSFER CABLE	32.05		STMT/3-16		D	N				SMALL TOOLS	101.41409.0221
	45787	04/19/16	USB MEMORY CARD READER	48.63		STMT/3-16		D	N				SMALL TOOLS	101.41409.0221
	45787	04/19/16	CELL PHONE HOLSTERS	24.95		STMT/3-16		D	N				SMALL TOOLS	101.41409.0221
	45787	04/19/16	CELL PHONE CASE	16.06		STMT/3-16		D	N				SMALL TOOLS	101.41409.0221
	45787	04/19/16	VENTED SERVER SHELF	51.50		STMT/3-16		D	N				MTCE. OF EQUIPME	101.41409.0224
	45787	04/19/16	DVD'S	32.05		STMT/3-16		D	N				GENERAL SUPPLIES	101.41409.0229
	45787	04/19/16	BROADCASTER SUBSCRIP.	49.00		STMT/3-16		D	N				SUBSCRIPTIONS AN	101.41409.0443
	45787	04/19/16	WEBSITE HOSTING FEE	152.15		STMT/3-16		D	N				PROFESSIONAL SER	101.41409.0446
	45787	04/19/16	OFF-SITE BACKUP	17.49		STMT/3-16		D	N				PROFESSIONAL SER	101.41409.0446
	45787	04/19/16	MICROWAVE	96.18		STMT/3-16		D	N				SMALL TOOLS	101.42411.0221
	45787	04/19/16	AWARD-FOR GIVING CPR	46.23		STMT/3-16		D	N				GENERAL SUPPLIES	101.42411.0229
	45787	04/19/16	FELT-SEMINAR REGIS.	395.00		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	45787	04/19/16	KING-LODGING EXPENSE	73.02		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	45787	04/19/16	HERZOG-SEMINAR REGIS.	200.00		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	45787	04/19/16	FELT-LIFESAVERS CONF.	350.00		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	45787	04/19/16	DOBRANSKY-LIFELINE TRNG	209.00		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	45787	04/19/16	CARLSON-LIFELINE TRNG	209.00		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	45787	04/19/16	ANDERSON-COMMAND ACADEMY	565.00		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	45787	04/19/16	FLASH DRIVE-EMERG. MGMT	8.52		STMT/3-16		D	N				OFFICE SUPPLIES	101.42412.0220
	45787	04/19/16	#115439-FUEL	46.39		STMT/3-16		D	N				MOTOR FUELS AND	101.42412.0222
	45787	04/19/16	BRKFST FOR RETIRED FF	25.64		STMT/3-16		D	N				SUBSISTENCE OF P	101.42412.0227
	45787	04/19/16	BATTERIES-REMOTE STARTER	4.67		STMT/3-16		D	N				GENERAL SUPPLIES	101.42412.0229
	45787	04/19/16	HANSON-HSEM TRNG MEALS	8.96		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	45787	04/19/16	HANSON-HSEM TRNG MEALS	10.35		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	45787	04/19/16	HANSON-HSEM TRNG MEALS	6.83		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	45787	04/19/16	HANSON-HSEM TRNG MEALS	15.59		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	45787	04/19/16	HANSON-HSEM TRNG MEALS	9.86		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	45787	04/19/16	HANSON-LODGING EXPENSE	273.60		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	45787	04/19/16	HANSON-HSEM TRNG MEALS	15.59		STMT/3-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
				5,837.56										
			VENDOR TOTAL	5,837.56		*CHECK TOTAL								
CARLSON/KRISTA			.02391											
	45803	04/27/16	HOCKEY EQUIP DEPOSIT	50.00		041816		D	N				REFUNDS AND REIM	101.41428.0882
CARLSON/MICHAEL			002996											
	45804	04/27/16	TASER INSTRUCTOR TRNG	32.00		150		D	N				TRAVEL-CONF.-SCH	101.42411.0333

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CBG COMMUNICATIONS			003236							
	45805	04/27/16	PEG ACCESS OPERATIONS	1,011.84		109-0216		D N	PROFESSIONAL SER	101.41409.0446
CENTERPOINT ENERGY			.02392							
	45806	04/27/16	GAS MTR-GENERATOR PROJ.	305.00		041216		D N	BUILDINGS AND ST	450.41409.0551
CENTERPOINT ENERGY			000467							
	45807	04/27/16	NATURAL GAS-APR	5,070.21		8795475/4-16		D N	UTILITIES	651.48484.0332
CHAPPELL CENTRAL INC			000156							
	45808	04/27/16	REPL. CONF RM ZONE VALVE	145.40		00068023		D N	MTCE. OF STRUCTU	101.41408.0225
	45808	04/27/16	REPL. CONF RM ZONE VALVE	180.25		00068023		D N	MTCE. OF STRUCTU	101.41408.0335
	45808	04/27/16	INST. NEW PUMP #4-PART 1	881.38		00068035		D N	MTCE. OF STRUCTU	101.41408.0225
	45808	04/27/16	INST. NEW PUMP #4-LABOR	784.00		00068035		D N	MTCE. OF STRUCTU	101.41408.0335
	45808	04/27/16	CHECKED PUMP #6-LABOR	372.00		00068040		D N	MTCE. OF STRUCTU	101.41408.0335
				3,363.03						
			VENDOR TOTAL	3,363.03		*CHECK TOTAL				
CHARTER COMMUNICATIONS			000736							
	45809	04/27/16	PHONE SERV 04/16-05/15	47.26		1136/4-16		D N	COMMUNICATIONS	101.41409.0330
	45809	04/27/16	PHONE SERV 04/20-05/19	150.54		2191/4-16		D N	COMMUNICATIONS	101.41409.0330
	45809	04/27/16	PHONE SERV 04/16-05/15	310.38		3552/4-16		D N	COMMUNICATIONS	208.45005.0330
	45809	04/27/16	PHONE SERV 04/26-05/25	87.97		5124/5-16		D N	COMMUNICATIONS	101.41409.0330
				596.15						
			VENDOR TOTAL	596.15		*CHECK TOTAL				
CHIEF SUPPLY CORPORATION			000885							
	45810	04/27/16	FIREFIGHTER BOOTS	143.99		106642		D N	SUBSISTENCE OF P	101.42412.0227
CHRISTENSEN/SEAN			003094							
	45811	04/27/16	BNSF NEPA MEETING	7.00		288		D N	TRAVEL-CONF.-SCH	101.43417.0333
CODE 4 SERVICES LLC			002984							
	45812	04/27/16	SQUAD CAR-TRANSF. EQUI	4,498.44		2538		D N	MACHINERY AND AU	450.42411.0553
	45812	04/27/16	SQUAD CAR-TRANSF. EQU	16,073.69		2542		D N	MACHINERY AND AU	450.42411.0553
	45812	04/27/16	SQUAD CAR-TRANSF. EQUI	2,410.53		2543		D N	MACHINERY AND AU	450.42411.0553
				22,982.66						
			VENDOR TOTAL	22,982.66		*CHECK TOTAL				
COPSGEAR.COM			003247							
	45813	04/27/16	THERMAL IMAGE CAMERA	3,700.00		2593		D N	MACHINERY AND AU	450.42411.0553
	45813	04/27/16	THERMAL IMAGE CAMERA	3,700.00		2593		D N	MACHINERY AND AU	450.42411.0553
	45813	04/27/16	THERMAL IMAGE CAMERA	3,700.00		2593		D N	MACHINERY AND AU	450.42411.0553
				11,100.00						
			VENDOR TOTAL	11,100.00		*CHECK TOTAL				
CORNEIL-ELKJER AGENCY			000181							
	45814	04/27/16	SURETY BOND	367.94		251		D N	PREPAID EXPENSES	101.128000
	45814	04/27/16	SURETY BOND	515.06		251		D N	INSURANCES AND B	101.41428.0441
				883.00						
						*CHECK TOTAL				

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CORNEIL-ELKJER AGENCY			000181											
			VENDOR TOTAL	883.00										
CROW CHEMICAL & LIGHTING			000186											
45815	04/27/16		CLEANING SUPPLIES	77.62		6752		D	N				CLEANING AND WAS	101.45433.0228
45815	04/27/16		CLEANING SUPPLIES	46.00		6805		D	N				CLEANING AND WAS	651.48484.0228
45815	04/27/16		KLEENEX	62.65		6805		D	N				GENERAL SUPPLIES	651.48484.0229
45815	04/27/16		CLEANING SUPPLIES	168.50		6832		D	N				CLEANING AND WAS	101.43425.0228
45815	04/27/16		DISPOSABLE GLOVES	85.00		6859		D	N				GENERAL SUPPLIES	651.48484.0229
45815	04/27/16		SCRUBBER PAD	13.82		6877		D	N				MTCE. OF EQUIPME	101.43425.0224
45815	04/27/16		HAND SOAP	28.00		6877		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	481.59	*CHECK	TOTAL								
				481.59										
DAN'S SHOP INC			002212											
45816	04/27/16		FILTERS	135.77	CR	71530		D	N				INVENTORIES-MDSE	101.125000
45816	04/27/16		FILTERS	268.04		72299		D	N				INVENTORIES-MDSE	101.125000
45816	04/27/16		FILTERS	254.78		72454		D	N				INVENTORIES-MDSE	101.125000
45816	04/27/16		FILTERS	117.32		72477		D	N				INVENTORIES-MDSE	101.125000
45816	04/27/16		FILTERS	48.86		72479		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	553.23	*CHECK	TOTAL								
				553.23										
DAWSON/MATT			.01953											
45791	04/21/16		YOUTH HOCKEY GEAR	1,000.00		042116		D	N				GENERAL SUPPLIES	101.45433.0229
DELL MARKETING LP			001747											
45817	04/27/16		REPL. UPS BATTERIES	399.42		XJX5J2M63		D	N				MTCE. OF EQUIPME	101.41409.0224
DELTA DENTAL OF MINNESOT			002867											
45818	04/27/16		DENTAL INSURANCE-MAY	277.90		6464962		D	N				COBRA INS PREMIU	101.120001
DEPT OF HUMAN SERVICES			000009											
45819	04/27/16		CLEANING SERVICES-MAR	60.00		00000338508		D	N				CLEANING AND WAS	101.45435.0338
45819	04/27/16		CLEANING SERVICES-MAR	1,702.00		00000338511		D	N				CLEANING AND WAS	101.45433.0338
			VENDOR TOTAL	1,762.00	*CHECK	TOTAL								
				1,762.00										
DUININCK CONCRETE CONST			003245											
45820	04/27/16		FORMS-BTNG CAGE CONCRETE	58.44		1604-601658		D	N				GENERAL SUPPLIES	101.43425.0229
45820	04/27/16		CONCRETE FRAMING MAT'L	45.60		1604-601825		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	104.04	*CHECK	TOTAL								
				104.04										
DUININCK/TREVOR			.02117											
45788	04/19/16		HOUSE FIRE 1419 FAIR	225,000.00		04192016		D	N				DEPOSITS	812.230000
E & M CONSULTING			.02394											
45821	04/27/16		MAP AD	199.00		DM 1142		D	N				OTHER CHARGES	208.45010.0449

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ED'S SERVICE CENTER & SA 000231														
45822 04/27/16 TOWING CHARGES-MAR				620.00		STMT/3-16		D	N				OTHER SERVICES	101.42411.0339
45822 04/27/16 TOWING CHARGES-MAR				80.00		123088		D	N				OTHER SERVICES	101.42411.0339
				700.00										
			VENDOR TOTAL	700.00		*CHECK TOTAL								
ELMQUIST JEWELERS 000236														
45823 04/27/16 JOHNSON-RETIREMENT GIFT				180.00		93450		D	N				GENERAL SUPPLIES	101.41401.0229
EMD MILLIPORE CORPORATIO 000464														
45824 04/27/16 LAB SUPPLIES				619.58		7541452		D	N				GENERAL SUPPLIES	651.48484.0229
45824 04/27/16 LAB SUPPLIES				910.72		7541454		D	N				GENERAL SUPPLIES	651.48484.0229
				1,530.30										
			VENDOR TOTAL	1,530.30		*CHECK TOTAL								
ERIC'S AVIATION SERVICES 002998														
45825 04/27/16 ON SITE MGMT SERV-MAY				6,524.00		STMT/5-16		D	N				PROFESSIONAL SER	230.43430.0446
ERICKSON/SCOTT 002176														
45826 04/27/16 DEATH INVESTIG. CONF				17.07		154		D	N				TRAVEL-CONF.-SCH	101.42411.0333
ETTERMAN ENTERPRISES 001567														
45827 04/27/16 TRASH PUMP HOSE CLAMP				66.79		239474		D	M	07			MTCE. OF EQUIPME	651.48485.0224
FASTENAL COMPANY 001188														
45828 04/27/16 NUTS/BOLTS/PIPE FTNGS				11.02		MNWIL142702		D	N				MTCE. OF EQUIPME	101.43425.0224
45828 04/27/16 PLAY EQUIP REPAIR-PARTS				10.71		MNWIL143340		D	N				MTCE. OF OTHER I	101.43425.0226
				21.73										
			VENDOR TOTAL	21.73		*CHECK TOTAL								
FELT/JAMES E 000993														
45829 04/27/16 RED CROSS AWARD MEETING				27.00		149		D	N				SUBSISTENCE OF P	101.42411.0227
45829 04/27/16 ETI CONFERENCE				20.00		152		D	N				TRAVEL-CONF.-SCH	101.42411.0333
				47.00										
			VENDOR TOTAL	47.00		*CHECK TOTAL								
FERGUSON ENTERPRISES INC 000810														
45830 04/27/16 PLUMBING PARTS				79.93		3902596		D	N				MTCE. OF STRUCTU	101.43425.0225
45830 04/27/16 PLUMBING PARTS				280.00		3903001		D	N				MTCE. OF STRUCTU	101.43425.0225
45830 04/27/16 PLUMBING PARTS				15.72		3905501		D	N				MTCE. OF STRUCTU	101.43425.0225
45830 04/27/16 PLUMBING PARTS				6.52		3908856		D	N				MTCE. OF STRUCTU	101.43425.0225
45830 04/27/16 PLUMBING PARTS				75.59		3911243		D	N				MTCE. OF STRUCTU	101.43425.0225
45830 04/27/16 PLUMBING PARTS				5.34		3913529		D	N				MTCE. OF STRUCTU	101.43425.0225
				463.10										
			VENDOR TOTAL	463.10		*CHECK TOTAL								
FISCHER LASER EYE CENTER 000244														
45831 04/27/16 RUTER-SAFETY GLASSES				250.00		6311		D	N				SUBSISTENCE OF P	651.48484.0227

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FISCHER/BETH			002484							
	45832	04/27/16	CELL PHONE-FEB	50.00		042616		D M 07	COMMUNICATIONS	208.45005.0330
	45832	04/27/16	CELL PHONE-MAR	50.00		042616		D M 07	COMMUNICATIONS	208.45005.0330
	45832	04/27/16	CELL PHONE-APR	50.00		042616		D M 07	COMMUNICATIONS	208.45005.0330
	45832	04/27/16	LT BULBS FOR SPORTS SHOW	11.72		042616		D M 07	OTHER CHARGES	208.45010.0449
				161.72						
			VENDOR TOTAL	161.72	*CHECK	TOTAL				
FRANCOTYP-POSTALIA INC			001791							
	45833	04/27/16	POSTAGE MTR RENT-2ND QTR	174.21		RI102786801		D N	RENTS	101.42411.0440
FRONTIER PRECISION INC			001696							
	45834	04/27/16	SOFTWARE FOR GPS EQUIP 2,	695.00		147656		D N	FURNITURE AND EQ	450.43417.0552
GENERAL MAILING SERVICES			000293							
	45835	04/27/16	POSTAGE	25.40		20152		D N	POSTAGE	208.45006.0223
	45835	04/27/16	POSTAGE	659.24		20208		D N	POSTAGE	208.45006.0223
				684.64						
			VENDOR TOTAL	684.64	*CHECK	TOTAL				
GIDEONS			.02395							
	45836	04/27/16	CONV. BID FULFILLMENT	100.00		042616		D N	OTHER CHARGES	208.45008.0449
GRAINGER INC			000786							
	45837	04/27/16	HVAC FILTERS	197.88		9073063423		D N	MTCE. OF EQUIPME	651.48484.0224
GREENSPRING MEDIA GROUP			001504							
	45838	04/27/16	MN MONTHLY AD	3,190.00		2016-25882		D N	OTHER CHARGES	208.45010.0449
HACH COMPANY			000316							
	45839	04/27/16	LAB SUPPLIES	147.47		9883868		D N	GENERAL SUPPLIES	651.48484.0229
	45839	04/27/16	LAB SUPPLIES	175.00		9886814		D N	GENERAL SUPPLIES	651.48484.0229
				322.47						
			VENDOR TOTAL	322.47	*CHECK	TOTAL				
HALLIDAY			*PETTY CASH/KE							
	45840	04/27/16	TO REIMBURSE PETTY CASH	4.17		041916		D N	TRAVEL-CONF.-SCH	101.41401.0333
	45840	04/27/16	TO REIMBURSE PETTY CASH	60.35		041916		D N	POSTAGE	101.41424.0223
	45840	04/27/16	TO REIMBURSE PETTY CASH	20.75		041916		D N	LICENSES AND TAX	101.42411.0445
				85.27						
			VENDOR TOTAL	85.27	*CHECK	TOTAL				
HAWKINS INC			000325							
	45841	04/27/16	SODIUM HYPOCHLORITE	396.89		3864509 RI		D N	GENERAL SUPPLIES	651.48484.0229
	45841	04/27/16	FERRIC CHLORIDE	4,653.40		3865028 RI		D N	GENERAL SUPPLIES	651.48484.0229
	45841	04/27/16	FERRIC CHLORIDE	4,666.96		3866839 RI		D N	GENERAL SUPPLIES	651.48484.0229
				9,717.25						
			VENDOR TOTAL	9,717.25	*CHECK	TOTAL				



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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HEGLUND CATERING				002036											
45842	04/27/16			CONCESSION SUPPLIES	26.78		9162						D N	GENERAL SUPPLIES	101.45433.0229
45842	04/27/16			MEALS-BOARD OF EQUALIZ.	101.80		9202						D N	TRAVEL-CONF.-SCH	101.41404.0333
					128.58	*CHECK	TOTAL								
				VENDOR TOTAL	128.58										
HELGESON/JOSHUA				002616											
45843	04/27/16			TASER INSTRUCTOR TRNG	32.00		151						D N	TRAVEL-CONF.-SCH	101.42411.0333
HERITAGE BANK				000001											
237	04/19/16			MSSB FNMA-3136G3GT	2,655,970.00		041916						M N	INVESTMENTS	101.109000
237	04/19/16			MSSB FNMA-3136G3GT6	41,000.00		041916						M N	INVESTMENTS	295.109000
237	04/19/16			MSSB FNMA-3136G3GT6	300,000.00		041916						M N	INVESTMENTS	350.109000
					2,996,970.00	*CHECK	TOTAL								
238	04/21/16			MBS FHLMC-3134G8VU	1,000,000.00		042116						M N	INVESTMENTS	101.109000
				VENDOR TOTAL	3,996,970.00										
HIGH POINT NETWORKS INC				002299											
45844	04/27/16			1 DELL 7450 LAPTOP	2,258.00		83326						D N	SMALL TOOLS	101.41409.0221
45844	04/27/16			17 DELL OPTIPLEX COMP	15,963.00		83326						D N	SMALL TOOLS	101.41409.0221
45844	04/27/16			4 DELL E6540 LAPTOPS	4,332.00		83326						D N	SMALL TOOLS	101.41409.0221
45844	04/27/16			5 DELL 3570 LAPTOPS	4,160.00		83326						D N	SMALL TOOLS	101.41409.0221
45844	04/27/16			4 ADAPTERS	324.00		83326						D N	SMALL TOOLS	101.41409.0221
45844	04/27/16			5 DELL DOCKING STATIONS	565.00		83326						D N	SMALL TOOLS	101.41409.0221
					27,602.00	*CHECK	TOTAL								
				VENDOR TOTAL	27,602.00										
HILLYARD FLOOR CARE SUPP				000333											
45845	04/27/16			120V VACUUM	425.00		602031683						D N	SMALL TOOLS	101.42412.0221
45845	04/27/16			TOILET TISSUE	36.53		602031683						D N	GENERAL SUPPLIES	101.42412.0229
45845	04/27/16			CUSTOM RUG	667.28		602042026						D N	MTCE. OF STRUCTU	101.41409.0225
45845	04/27/16			CLEANING SUPPLIES	38.10		602047057						D N	CLEANING AND WAS	101.45435.0228
					1,166.91	*CHECK	TOTAL								
				VENDOR TOTAL	1,166.91										
HUMANE SOCIETY OF KANDIY				002110											
45846	04/27/16			ANIMAL CARE SERV-2ND Q	9,700.00		7392						D N	OTHER SERVICES	101.42411.0339
INTERSTATE POWER SYSTEMS				001699											
45847	04/27/16			TRASH PUMP HOSE PARTS	746.92		1659725 RI						D N	MTCE. OF EQUIPME	651.48485.0224
K M FIRE PUMP SPECIALIST				000371											
45848	04/27/16			#022446-CK PUMP/WTR FLOW	340.00		6665						D M 07	MTCE. OF EQUIPME	101.42412.0334
45848	04/27/16			#885700-CK PUMP/WTR FLOW	340.00		6665						D M 07	MTCE. OF EQUIPME	101.42412.0334
					680.00	*CHECK	TOTAL								
				VENDOR TOTAL	680.00										

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KANDI STEEL CO			000867											
	45849	04/27/16	STEEL FOR BRACKETS	52.32		11778		D	N				MTCE. OF STRUCTU	101.45433.0225
KANDIYOHI CO AUDITOR			000376											
	45850	04/27/16	REPAIR LIENS-CO. DITC	30,319.81		032116		D	N				MTCE. OF OTHER I	101.43425.0336
	45850	04/27/16	REPAIR LIENS-CO. DITCHES	736.27		032116		D	N				MTCE. OF OTHER I	230.43430.0336
	45850	04/27/16	REPAIR LIENS-CO. DITCH	6,436.63		032116		D	N				MTCE. OF OTHER I	651.48484.0336
				37,492.71										
			VENDOR TOTAL	37,492.71										
						*CHECK TOTAL								
KANDIYOHI CO-OP ELECTRIC			000375											
	45851	04/27/16	WELCOME TO WILLMAR SIGN	68.26		STMT/4-16		D	N				UTILITIES	101.43425.0332
	45851	04/27/16	CO RD 23/HWY 71 BYPASS	153.00		STMT/4-16		D	N				UTILITIES	101.43425.0332
	45851	04/27/16	ELEC SERV-LIFT STATIONS	898.00		STMT/4-16		D	N				UTILITIES	651.48485.0332
	45851	04/27/16	ELEC SERV-SECURITY LIGHT	36.00		STMT/4-16		D	N				UTILITIES	651.48486.0332
				1,155.26										
			VENDOR TOTAL	1,155.26										
						*CHECK TOTAL								
KING/VINCENT			001264											
	45852	04/27/16	DEATH INVESTIG. CONF	17.76		153		D	N				TRAVEL-CONF.-SCH	101.42411.0333
KING'S ELECTRIC LLC			003138											
	45853	04/27/16	INST. OUTLET-TRNG ROOM	1.42		284		D	M	07			MTCE. OF STRUCTU	101.42412.0225
	45853	04/27/16	INST. OUTLET-TRNG ROOM	65.00		284		D	M	07			MTCE. OF STRUCTU	101.42412.0335
				66.42										
			VENDOR TOTAL	66.42										
						*CHECK TOTAL								
LAKE COUNTRY FIREPLACE &			003248											
	45854	04/27/16	PLAY EQUIPMENT FABRIC	1,215.00		30795		D	N				MTCE. OF OTHER I	101.43425.0226
LAKESIDE PRESS			001646											
	45855	04/27/16	AD DEVELOPMENT	60.00		5977		D	N				OTHER CHARGES	208.45007.0449
	45855	04/27/16	LETTERHEAD	238.05		6018		D	N				OFFICE SUPPLIES	101.43425.0220
	45855	04/27/16	MAYORS BIKE RIDE POSTERS	59.38		6021		D	N				OTHER CHARGES	208.45006.0449
	45855	04/27/16	MAYORS BIKE RIDE FLYERS	75.48		6021		D	N				OTHER CHARGES	208.45006.0449
	45855	04/27/16	REC. BIKE RIDE FLYERS	57.00		6021		D	N				OTHER CHARGES	208.45011.0449
				489.91										
			VENDOR TOTAL	489.91										
						*CHECK TOTAL								
LAND PRIDE CONSTRUCTION			003149											
	45856	04/27/16	SWR/WATER MAIN IMPROVE	6,168.42		1502/EST. 3		D	N				MTCE. OF OTHER I	415.48451.0336
LEAGUE OF MN CITIES INS			000983											
	45789	04/19/16	CLAIM #12685 DAMAGED CAR	870.44		12685		D	N				INSURANCE DEDUCT	101.41428.0822
LOCATORS & SUPPLIES INC			002162											
	45857	04/27/16	FLAGS FOR LOCATES	100.53		0244319		D	N				GENERAL SUPPLIES	101.43425.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
LUTHERAN SOCIAL SERVICE			0003167							
	45858	04/27/16	MEALS-DINING PROMOTION	156.00		041816		D N	GENERAL SUPPLIES	101.45435.0229
M-R SIGN CO INC			000424							
	45859	04/27/16	STREET SIGNS	435.72		190066		D N	MTCE. OF OTHER I	101.43425.0226
	45859	04/27/16	STREET SIGNS	3,372.72		190067		D N	MTCE. OF OTHER I	101.43425.0226
				3,808.44	*CHECK TOTAL					
			VENDOR TOTAL	3,808.44						
MADISON NATIONAL LIFE			002249							
	45860	04/27/16	LTD PREMIUM-APRIL	55.28		237		D N	EMPLOYER INSUR.	101.41400.0114
	45860	04/27/16	LTD PREMIUM-APRIL	93.65		237		D N	EMPLOYER INSUR.	101.41402.0114
	45860	04/27/16	LTD PREMIUM-APRIL	34.64		237		D N	EMPLOYER INSUR.	101.41403.0114
	45860	04/27/16	LTD PREMIUM-APRIL	26.54		237		D N	EMPLOYER INSUR.	101.41404.0114
	45860	04/27/16	LTD PREMIUM-APRIL	63.73		237		D N	EMPLOYER INSUR.	101.41405.0114
	45860	04/27/16	LTD PREMIUM-APRIL	10.32		237		D N	EMPLOYER INSUR.	101.41408.0114
	45860	04/27/16	LTD PREMIUM-APRIL	49.50		237		D N	EMPLOYER INSUR.	101.41409.0114
	45860	04/27/16	LTD PREMIUM-APRIL	3.04		237		D N	EMPLOYER INSUR.	101.41424.0114
	45860	04/27/16	LTD PREMIUM-APRIL	598.85		237		D N	EMPLOYER INSUR.	101.42411.0114
	45860	04/27/16	LTD PREMIUM-APRIL	43.75		237		D N	EMPLOYER INSUR.	101.42412.0114
	45860	04/27/16	LTD PREMIUM-APRIL	80.63		237		D N	EMPLOYER INSUR.	101.43417.0114
	45860	04/27/16	LTD PREMIUM-APRIL	269.63		237		D N	EMPLOYER INSUR.	101.43425.0114
	45860	04/27/16	LTD PREMIUM-APRIL	11.12		237		D N	EMPLOYER INSUR.	101.45432.0114
	45860	04/27/16	LTD PREMIUM-APRIL	39.61		237		D N	EMPLOYER INSUR.	101.45433.0114
	45860	04/27/16	LTD PREMIUM-APRIL	4.73		237		D N	EMPLOYER INSUR.	101.45435.0114
	45860	04/27/16	LTD PREMIUM-APRIL	6.98		237		D N	EMPLOYER INSUR.	101.45437.0114
	45860	04/27/16	LTD PREMIUM-APRIL	128.18		237		D N	EMPLOYER INSUR.	651.48484.0114
	45860	04/27/16	LTD PREMIUM-APRIL	13.95		237		D N	EMPLOYER INSUR.	651.48485.0114
	45860	04/27/16	LTD PREMIUM-APRIL	14.60		237		D N	EMPLOYER INSUR.	651.48486.0114
				1,548.73	*CHECK TOTAL					
			VENDOR TOTAL	1,548.73						
MATHESON TRI-GAS INC			002898							
	45861	04/27/16	WELDING GAS	70.87		13134250		D N	GENERAL SUPPLIES	101.45433.0229
MENARDS			000449							
	45862	04/27/16	R.O. SYSTEM ELEC PARTS	17.72		1264		D N	BUILDINGS AND ST	450.45433.0551
	45862	04/27/16	PLUMBING PARTS	9.37		1275		D N	MTCE. OF STRUCTU	101.43425.0225
	45862	04/27/16	BLOWERS FOR BLEACHERS	159.98		1427		D N	SMALL TOOLS	101.45433.0221
	45862	04/27/16	PLUMBING PARTS	11.48		1501		D N	MTCE. OF STRUCTU	101.43425.0225
	45862	04/27/16	CLEANING SUPPLIES	11.48		1501		D N	CLEANING AND WAS	101.43425.0228
	45862	04/27/16	YARD MULCH	11.01		1930		D N	GENERAL SUPPLIES	101.43425.0229
	45862	04/27/16	YARD MULCH	7.34		1935		D N	GENERAL SUPPLIES	101.43425.0229
	45862	04/27/16	TV MOUNT	29.99		1950		D N	SMALL TOOLS	101.45435.0221
	45862	04/27/16	R.O. SYSTEM ELEC PARTS	50.37		937		D N	BUILDINGS AND ST	450.45433.0551

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METRO SALES INC 003016														
	45863	04/27/16	COPIER LEASE-2ND QTR	675.00		INV511696		D	N				RENTS	101.42411.0440
	45863	04/27/16	COPIER MTCE 04/24-07/23	481.25		INV513124		D	N				MTCE. OF EQUIPME	101.42411.0334
				1,156.25	*CHECK	TOTAL								
			VENDOR TOTAL	1,156.25										
MN DEPT OF REVENUE 000492														
	236	04/18/16	SALES TAX-MAR	1,418.00		STMT/3-16		M	N				SALES TAX PAYABL	101.206000
	236	04/18/16	USE TAX-MAR	82.03		STMT/3-16		M	N				SALES TAX PAYABL	101.206000
	236	04/18/16	USE TAX-MAR	19.94CR		STMT/3-16		M	N				SMALL TOOLS	101.41400.0221
	236	04/18/16	USE TAX-MAR	5.94CR		STMT/3-16		M	N				OFFICE SUPPLIES	101.41409.0220
	236	04/18/16	USE TAX-MAR	40.43CR		STMT/3-16		M	N				SMALL TOOLS	101.41409.0221
	236	04/18/16	USE TAX-MAR	5.16CR		STMT/3-16		M	N				MTCE. OF EQUIPME	101.41409.0224
	236	04/18/16	USE TAX-MAR	3.78CR		STMT/3-16		M	N				MTCE. OF STRUCTU	101.41409.0225
	236	04/18/16	USE TAX-MAR	12.20CR		STMT/3-16		M	N				SMALL TOOLS	101.42411.0221
	236	04/18/16	USE TAX-MAR	0.69CR		STMT/3-16		M	N				MTCE. OF EQUIPME	101.42411.0334
	236	04/18/16	USE TAX-MAR	4.35CR		STMT/3-16		M	N				OFFICE SUPPLIES	101.42412.0220
	236	04/18/16	USE TAX-MAR	5.33CR		STMT/3-16		M	N				GENERAL SUPPLIES	101.42412.0229
	236	04/18/16	DIESEL FUEL TAX-MAR	91.99		STMT/3-16		M	N				MOTOR FUELS AND	101.43425.0222
	236	04/18/16	USE TAX-MAR	37.97		STMT/3-16		M	N				MOTOR FUELS AND	101.43425.0222
	236	04/18/16	DIESEL FUEL TAX AUDIT	1,747.02		STMT/3-16		M	N				MOTOR FUELS AND	101.43425.0222
	236	04/18/16	USE TAX-MAR	1.18CR		STMT/3-16		M	N				GENERAL SUPPLIES	101.43425.0229
	236	04/18/16	DIESEL FUEL TAX-MAR	88.42		STMT/3-16		M	N				MOTOR FUELS AND	651.48485.0222
				3,366.43	*CHECK	TOTAL								
			VENDOR TOTAL	3,366.43										
MN POLLUTION CONTROL AGE 001064														
	45864	04/27/16	IND. STORMWATER PERMIT	400.00		10000006299		D	N				LICENSES AND TAX	230.43430.0445
MN TRAILS 001462														
	45865	04/27/16	MN TRAILS AD-SUMMER/WNTR	600.00		9507		D	N				ADVERTISING	208.45006.0447
	45865	04/27/16	MN TRAILS AD-SUMMER/WN	1,110.00		9507		D	N				OTHER CHARGES	208.45010.0449
				1,710.00	*CHECK	TOTAL								
			VENDOR TOTAL	1,710.00										
MUNICIPAL BOUNDARY ADJ. 003246														
	45866	04/27/16	ANNEXATION FEE	100.00		041316		D	N				OTHER CHARGES	101.41401.0449
MUNICIPAL CODE CORPORATI 000540														
	45867	04/27/16	COPIES-CODE SUPPLEMENT	664.79		00269080		D	N				PROFESSIONAL SER	101.41403.0446
MUNICIPAL UTILITIES 000541														
	45792	04/21/16	UTILITIES FOR MARCH	3,569.34		3/16		D	N				UTILITIES	101.41408.0332
	45792	04/21/16	UTILITIES FOR MARCH	585.18		3/16		D	N				UTILITIES	101.41409.0332
	45792	04/21/16	UTILITIES FOR MARCH	6,217.55		3/16		D	N				UTILITIES	101.43425.0332
	45792	04/21/16	UTILITIES FOR MARCH	1,835.27		3/16		D	N				UTILITIES	101.45427.0332
	45792	04/21/16	UTILITIES FOR MARCH	14,803.95		3/16		D	N				UTILITIES	101.45433.0332
	45792	04/21/16	UTILITIES FOR MARCH	939.46		3/16		D	N				UTILITIES	101.45435.0332
	45792	04/21/16	UTILITIES FOR MARCH	108.70		3/16		D	N				UTILITIES	101.45437.0332
	45792	04/21/16	UTILITIES FOR MARCH	80.24		3/16		D	N				UTILITIES	230.43430.0332

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MUNICIPAL UTILITIES			000541											
	45792	04/21/16	UTILITIES FOR MARCH	1,070.29		3/16		D	N				UTILITIES	651.48484.0332
	45792	04/21/16	UTILITIES FOR MARCH	1,939.55		3/16		D	N				UTILITIES	651.48485.0332
			VENDOR TOTAL	31,149.53		*CHECK TOTAL								
				31,149.53										
MVTL LABORATORIES INC			000544											
	45868	04/27/16	LAB TESTING	50.00		803798		D	N				PROFESSIONAL SER	651.48484.0446
	45868	04/27/16	LAB TESTING	636.50		804522		D	N				PROFESSIONAL SER	651.48486.0446
			VENDOR TOTAL	686.50		*CHECK TOTAL								
				686.50										
NAT'L LEAGUE OF CITIES			000556											
	45869	04/27/16	2016 MEMBERSHIP DUES	1,489.00		0000023550		D	N				SUBSCRIPTIONS AN	101.41401.0443
NATIONWIDE GLASS OF WILL			000564											
	45870	04/27/16	ACRYLIC PLEXIGLASS	87.90		29360		D	N				GENERAL SUPPLIES	101.45433.0229
NCL OF WISCONSIN INC			001627											
	45871	04/27/16	LAB SUPPLIES	632.99		371315		D	N				GENERAL SUPPLIES	651.48484.0229
NELSON INTERNATIONAL			000568											
	45872	04/27/16	#159115-REPL. WINDSHIELD	225.95		R101002113:01		D	N				MTCE. OF EQUIPME	101.43425.0224
	45872	04/27/16	#159115-REPL. WINDSHIELD	298.50		R101002113:01		D	N				MTCE. OF EQUIPME	101.43425.0334
			VENDOR TOTAL	524.45		*CHECK TOTAL								
				524.45										
NEXTEL COMMUNICATION			000578											
	45873	04/27/16	CELL PHONE USAGE-MAR	1,932.50		317498885-095		D	N				COMMUNICATIONS	101.41409.0330
	45873	04/27/16	CELL PHONE USAGE-MAR	101.09		317498885-095		D	N				COMMUNICATIONS	651.48484.0330
			VENDOR TOTAL	2,033.59		*CHECK TOTAL								
				2,033.59										
NORTHSTAR COUNCIL OF MN			003189											
	45874	04/27/16	ANNUAL EXPLORER DUES	36.00		042716		D	N				SUBSCRIPTIONS AN	101.42411.0443
PERFORMANCE KENNELS INC			003135											
	45875	04/27/16	FLATTEN-SEMINAR REGIS.	125.00		2784		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	45875	04/27/16	LANGE-SEMINAR REGIS.	125.00		2784		D	N				TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	250.00		*CHECK TOTAL								
				250.00										
PLUMBING & HEATING OF WI			000618											
	45876	04/27/16	ANNUAL RPZ TEST-LABOR	160.00		21245		D	N				MTCE. OF STRUCTU	230.43430.0335
	45876	04/27/16	WTR HEATER REPAIR-PARTS	40.20		21246		D	N				MTCE. OF EQUIPME	101.41408.0224
	45876	04/27/16	WTR HEATER REPAIR-LABOR	85.00		21246		D	N				MTCE. OF EQUIPME	101.41408.0334
	45876	04/27/16	OPEN PLUGGED URINAL	55.00		21247		D	N				MTCE. OF STRUCTU	101.41408.0225
	45876	04/27/16	OPEN PLUGGED URINAL	85.00		21247		D	N				MTCE. OF STRUCTU	101.41408.0335

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PLUMBING & HEATING OF WI			000618											
45876	04/27/16	REPL. FLUSH VALVE-PARTS	215.25			21248		D	N				MTCE. OF STRUCTU	101.45427.0225
45876	04/27/16	REPL. FLUSH VALVE-LABOR	127.50			21248		D	N				MTCE. OF STRUCTU	101.45427.0335
45876	04/27/16	REPAIR 1-1/4 GALV. PIPE	93.40			21249		D	N				MTCE. OF STRUCTU	101.45427.0225
45876	04/27/16	REPAIR 1-1/4 GALV. PIPE	425.00			21249		D	N				MTCE. OF STRUCTU	101.45427.0335
			1,286.35											
			1,286.35											
		VENDOR TOTAL												
PLUNKETT'S PEST CONTROL			000620											
45877	04/27/16	PEST CONTROL SERVICES	98.28			5408417		D	N				PREPAID EXPENSES	101.128000
45877	04/27/16	PEST CONTROL SERVICES	295.02			5408417		D	N				PROFESSIONAL SER	101.41408.0446
			393.30											
			393.30											
		VENDOR TOTAL												
PRO COLOR GRAPHICS			002719											
45878	04/27/16	WILLMAR TENNIS BANNER	150.00			4308		D	M	07			OTHER CHARGES	208.45011.0449
QUICK SIGNS			001093											
45879	04/27/16	DOG PARK SIGNAGE	38.00			172276		D	N				GENERAL SUPPLIES	101.45432.0229
RAILROAD MANAGEMENT CO I			002582											
45880	04/27/16	SEWER PIPELINE LEASE	311.25			329457		D	N				PREPAID EXPENSES	101.128000
45880	04/27/16	SEWER PIPELINE LEASE	311.25			329457		D	N				RENTS	101.43425.0440
			622.50											
			622.50											
		VENDOR TOTAL												
RINK SYSTEMS INC			000856											
45881	04/27/16	COMPRESSOR OIL	200.00			1104744		D	N				MOTOR FUELS AND	101.45433.0222
45881	04/27/16	COMPRESSOR PARTS	6,997.10			1104744		D	N				MTCE. OF EQUIPME	101.45433.0224
			7,197.10											
			7,197.10											
		VENDOR TOTAL												
ROTARY CLUB OF WILLMAR			000829											
45882	04/27/16	SPECIAL EVENTS GRANT	2,000.00			042616		D	N				OTHER CHARGES	208.45013.0449
SCHEFFLER/JASON			003134											
45883	04/27/16	EMT EXAM PREP	54.99			103		D	N				TRAVEL-CONF.-SCH	101.42412.0333
45883	04/27/16	FIRE CAM BATTERY CHARGER	25.95			104		D	N				SMALL TOOLS	101.42412.0221
			80.94											
			80.94											
		VENDOR TOTAL												
SHI CORP			000275											
45884	04/27/16	DOC. MGMT SRVR LICENSE	576.00			B04877895		D	N				LICENSES AND TAX	101.41409.0445
SOUTH 71 VETERINARY CLIN			000699											
45885	04/27/16	K-9 WELLNESS EXAM	106.22			2151220		D	N				PROFESSIONAL SER	101.42411.0446
SPICER/CITY OF			003220											
45886	04/27/16	E-DISPATCH SERVICES	340.00			041116		D	N				COMMUNICATIONS	101.42412.0330

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STACY'S NURSERY INC 000706	45887	04/27/16	SHADE TREES	15,330.00		9080		D N	MTCE. OF OTHER I	101.43425.0226
STEIN'S INC 000720	45888	04/27/16	CLEANING SUPPLIES	128.69		753113		D N	CLEANING AND WAS	101.43425.0228
	45888	04/27/16	TOILET TISSUE/HAND TWLS	643.98		753113		D N	GENERAL SUPPLIES	101.43425.0229
	45888	04/27/16	DISPOSABLE GLOVES	40.90		753113		D N	GENERAL SUPPLIES	101.43425.0229
				813.57	*CHECK	TOTAL				
			VENDOR TOTAL	813.57						
STERLING WATER-MINNESOTA 000188	45790	04/19/16	SOFTENER SALT	7.00		00088997/3-16		D N	GENERAL SUPPLIES	101.45427.0229
	45889	04/27/16	R.O. SYSTEM	10,000.00		BLUE LINE		D N	BUILDINGS AND ST	450.45433.0551
	45889	04/27/16	REPL. WATER SOFTENER	4,699.00		CITY A 16/2		D N	SMALL TOOLS	101.45427.0221
	45889	04/27/16	DRINKING WATER	7.00		E41747		D N	SUBSISTENCE OF P	101.41408.0227
	45889	04/27/16	DRINKING WATER	7.00		E42221		D N	SUBSISTENCE OF P	101.41408.0227
	45889	04/27/16	SOFTENER SALT	5.10		E42221		D N	GENERAL SUPPLIES	101.41408.0229
	45889	04/27/16	SOFTENER SALT	187.03		E42433		D N	GENERAL SUPPLIES	101.45433.0229
	45889	04/27/16	DRINKING WATER	7.00		E42859		D N	SUBSISTENCE OF P	101.41408.0227
	45889	04/27/16	DRINKING WATER	7.00		E43285		D N	SUBSISTENCE OF P	101.41408.0227
	45889	04/27/16	SOFTENER SALT	74.81		E43569		D N	GENERAL SUPPLIES	101.45433.0229
	45889	04/27/16	SOFTENER SALT	37.41		E43570		D N	GENERAL SUPPLIES	101.45433.0229
	45889	04/27/16	DRINKING WATER	7.00		E43853		D N	SUBSISTENCE OF P	101.41408.0227
	45889	04/27/16	WTR PURIFIER RENTAL-FEB	35.00		R18920		D N	RENTS	101.41408.0440
	45889	04/27/16	DRINKING WATER	14.00		01454495/3-16		D N	SUBSISTENCE OF P	101.41408.0227
	45889	04/27/16	WTR PURIFIER RENTAL-MAR	35.00		01454495/3-16		D N	RENTS	101.41408.0440
	45889	04/27/16	WTR PURIFIER RENTAL-APR	35.00		01454495/3-16		D N	RENTS	101.41408.0440
	45889	04/27/16	SOFTENER SALT	29.93		75336		D N	GENERAL SUPPLIES	101.45433.0229
				15,187.28	*CHECK	TOTAL				
			VENDOR TOTAL	15,194.28						
TASER INTERNATIONAL 002266	45890	04/27/16	TASER BATTERIES	181.31		SI1434631		D N	MTCE. OF EQUIPME	101.42412.0224
THOMPSON/JUDY 000949	45891	04/27/16	MAAO SEMINAR REGIS.	175.00		042616		D N	TRAVEL-CONF.-SCH	101.41404.0333
TLC CRAFTERS .02390	45892	04/27/16	CHALKBOARD SANDWICH BRD	40.00		041216		D N	GENERAL SUPPLIES	101.42411.0229
TORKELSON'S LOCK SERVICE 002583	45893	04/27/16	INST. LEVERSET ON DOORS	312.25		719676-0		D N	MTCE. OF STRUCTU	101.41408.0225
	45893	04/27/16	INST. LEVERSET ON DOORS	90.00		719676-0		D N	MTCE. OF STRUCTU	101.41408.0335
				402.25	*CHECK	TOTAL				
			VENDOR TOTAL	402.25						
TWIN CITY SEED COMPANY 002949	45894	04/27/16	FERTILIZER	810.00		37055		D N	GENERAL SUPPLIES	101.43425.0229

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USPCA REGION 12			002275											
45895	04/27/16	K-9 CERTIFICATION TRIAL	115.00			042616		D	N				TRAVEL-CONF.-SCH	101.42411.0333
VERIZON WIRELESS			002915											
45896	04/27/16	CELL PHONE USAGE-MAR	190.60			9763450881		D	N				COMMUNICATIONS	101.41409.0330
VETERANS CENTRAL COUNCIL			.02327											
45897	04/27/16	1/2 PAGE AD	500.00			020916		D	N				ADVERTISING	101.42411.0447
VIGIL/RUDY			000951											
45898	04/27/16	NAB CONVENTION	450.95			042716		D	N				TRAVEL-CONF.-SCH	101.41409.0333
WAL-MART COMMUNITY			000789											
45899	04/27/16	COFFEE/FILTERS/PLATES	35.71			031616		D	N				GENERAL SUPPLIES	101.42411.0229
45899	04/27/16	EMERGENCY FOOD SUPPLY	195.44			032516		D	N				SUBSISTENCE OF P	101.42411.0227
			231.15											
		VENDOR TOTAL	231.15			*CHECK TOTAL								
WEST CENTRAL COMMUNICATI			000796											
45900	04/27/16	RADIO REMOTE MOUNT KIT	1,149.00			081511S		D	N				MTCE. OF EQUIPME	101.42411.0224
WEST CENTRAL ELECTRIC SU			000798											
45901	04/27/16	R.O. SYSTEM ELEC PARTS	91.60			1214576-000101		D	N				BUILDINGS AND ST	450.45433.0551
WEST CENTRAL TRIBUNE			000807											
45902	04/27/16	BD OF APPEAL/EQUAL. MTG	482.04			CL03076568		D	N				PRINTING AND PUB	101.41404.0331
45902	04/27/16	COUNCIL PROCEEDINGS PU	1,279.26			DI03195053		D	N				PRINTING AND PUB	101.41401.0331
45902	04/27/16	VEHICLE AUCTION NOTICE	618.00			DI03195057		D	N				OTHER SERVICES	101.41428.0339
			2,379.30											
		VENDOR TOTAL	2,379.30			*CHECK TOTAL								
WEXELBAUM/RACHEL S			.02393											
45903	04/27/16	HUMAN RIGHTS COMM. MTG	64.80			041916		D	N				TRAVEL-CONF.-SCH	101.41401.0333
WILLMAR BUS SERVICE			000813											
45904	04/27/16	CONVENTION BUS TRANSP.	350.00			16-0061		D	N				OTHER CHARGES	208.45008.0449
WILLMAR CHAMBER OF COMME			000812											
45905	04/27/16	POSTAGE	2.96			CC STMT/3-16		D	N				POSTAGE	208.45005.0223
45905	04/27/16	COMPUTER KEYBOARD/MOUSE	85.81			CC STMT/3-16		D	N				GENERAL SUPPLIES	208.45005.0229
45905	04/27/16	FISCHER-PUB. POLICY MTG	11.99			CC STMT/3-16		D	N				TRAVEL-CONF.-SCH	208.45005.0333
45905	04/27/16	FISCHER-MET WITH EDC	5.54			CC STMT/3-16		D	N				TRAVEL-CONF.-SCH	208.45005.0333
45905	04/27/16	FISCHER-PUB. POLICY MTG	11.99			CC STMT/3-16		D	N				TRAVEL-CONF.-SCH	208.45005.0333
45905	04/27/16	ELECTRICITY-SPORTS SHOW	107.00			CC STMT/3-16		D	N				TRAVEL-CONF.-SCH	208.45006.0333
45905	04/27/16	TABLE-SPORTS SHOW	136.07			CC STMT/3-16		D	N				TRAVEL-CONF.-SCH	208.45006.0333
45905	04/27/16	FISCHER-MPI MEETING	20.00			CC STMT/3-16		D	N				OTHER CHARGES	208.45008.0449
45905	04/27/16	FISCHER-MPI MEETING	40.00			CC STMT/3-16		D	N				OTHER CHARGES	208.45008.0449
45905	04/27/16	MTG PLANNER MATERIALS	259.05			CC STMT/3-16		D	N				OTHER CHARGES	208.45008.0449
45905	04/27/16	MN THEATRE GUIDE AD	995.00			CC STMT/3-16		D	N				OTHER CHARGES	208.45010.0449
45905	04/27/16	PARKING-NW SPORTS SHOW	10.00			CC STMT/3-16		D	N				OTHER CHARGES	208.45010.0449



ACS FINANCIAL SYSTEM  
04/27/2016 14:26:47

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 15

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME			000812											
	45905	04/27/16	MEAL EXP.-NW SPORTS SHOW	17.05		CC STMT/3-16		D	N				OTHER CHARGES	208.45010.0449
	45905	04/27/16	FACEBOOK ADVERTISING	2.81		CC STMT/3-16		D	N				OTHER CHARGES	208.45010.0449
	45905	04/27/16	FISCHER-BK OPEN HSE MTG	5.54		CC STMT/3-16		D	N				OTHER CHARGES	208.45011.0449
			VENDOR TOTAL	1,710.81		*CHECK TOTAL								
				1,710.81										
WILLMAR LAKES ROTARY			001557											
	45906	04/27/16	QUARTERLY MEALS	156.00		1463		D	N				SUBSISTENCE OF P	101.45432.0227
	45906	04/27/16	QUARTERLY DUES	35.94		1463		D	N				SUBSCRIPTIONS AN	101.45432.0443
			VENDOR TOTAL	191.94		*CHECK TOTAL								
				191.94										
WINDSTREAM			002100											
	45907	04/27/16	PHONE SERV-MAR	43.59		STMT/3-16		D	N				COMMUNICATIONS	101.45433.0330
	45907	04/27/16	PHONE SERV-MAR	397.80		STMT/3-16		D	N				COMMUNICATIONS	101.41409.0330
	45907	04/27/16	PHONE SERV-MAR	273.52		STMT/3-16		D	N				COMMUNICATIONS	230.43430.0330
	45907	04/27/16	PHONE SERV-MAR	86.49		STMT/3-16		D	N				COMMUNICATIONS	651.48484.0330
			VENDOR TOTAL	801.40		*CHECK TOTAL								
				801.40										
ZEE MEDICAL SERVICE			000839											
	45908	04/27/16	FIRST AID SUPPLIES	395.95		54162626		D	N				SUBSISTENCE OF P	101.45433.0227

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04/27/2016 14:26:47

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 16

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				4,504,328.16						

RECORDS PRINTED - 000347

ACS FINANCIAL SYSTEM  
04/27/2016 14:26:48

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V08.00 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	3,835,420.73
208	CONVENTION & VISITORS BUREAU	10,955.91
230	WILLMAR MUNICIPAL AIRPORT	8,174.03
295	COMMUNITY INVESTMENT	41,000.00
350	RICE HOSPITAL DEBT SERVICE	300,000.00
415	S.A.B.F. - #2015	6,168.42
450	CAPITAL IMPROVEMENT FUND	47,275.42
651	WASTE TREATMENT	30,333.65
812	FIRE INSURANCE ESCROW/TRUST	225,000.00
TOTAL ALL FUNDS		4,504,328.16

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	4,504,328.16
TOTAL ALL BANKS		4,504,328.16

## HUMAN RIGHTS COMMISSION

### MINUTES

The Human Rights Commission met on Tuesday, March 15, 2016 at 5:00 p.m. in the Multi-Purpose Room at the Kandiyohi County Historical Society.

Members present were: Kristal Dahlager, Richard Engan, Jill Benson, Shelly Huseby, Abdirahman Abdi Hussein, Bashir Abdi, Barbara Little, Marlin Breems, Lynn Travaglio, Denis Anderson and Shawn Mueske. Also present were Mayor Marv Calvin and Janell Sommers, Recording Secretary.

#### Item No. 1      Call to Order

The meeting was called to order by Chair Kristal Dahlager at 5:00 p.m. A motion was made by Council Member Denis Anderson to approve the minutes of the February 18, 2016 meeting. Marlin Breems seconded the motion, which carried.

#### Item No. 2      Public Comment

There were no comments from the public.

#### Item No. 3      Review of Mission Statement, Bylaws and Ordinance

The Commission discussed possible changes to the bylaws for the Human Rights Commission. Council Member Denis Anderson suggested the inclusion of "or without" in Article 3.F. to read: Removal: The Council, by majority vote, may remove any member of the Commission with "or without" cause. This change would be consistent with how it is worded in the ordinance. Also suggested was reference in Article 10 to Roberts Rules of Order it was the consensus of the Commission to specify this as "by Alice Sturgis" which is the code of parliamentary procedure used by the Willmar City Council. It was suggested that each member receive the one-page summary from code for future reference and discussion at a future meeting.

Marlin Breems brought forward the bylaws call for the staggering of terms of the Commission members. It was stated that each member can be reappointed up to three times; therefore a member who starts out with a one-year term could in fact serve for seven years, a two-year term for eight years and a three-year term for nine years. These terms are to be established by the Commission.

The idea of defining "resources" in Article I, Section C, No. 4 was discussed and consideration was given to the definition of resources. Council Member Anderson commented on the need to have a small amount of money placed in the budget for access to the Commission in 2017 which could be considered as a resource. Chair Dahlager addressed Article V, Section F, No. 3 which states the meeting minutes and agenda be delivered by "mail" and suggested email be added. It was the consensus of the Commission to change this "mail" to "send."

The Mission Statement was discussed and felt to be correct and in line with the Human Rights Act and the Minnesota State Act against Discrimination and 70% of other cities have the same Mission Statement. It was suggested Commission members take some time and review the Minnesota Department of Human Rights website.

Comments on the Ordinance were discussed next noting under Section 8. E. it was noted the Human Rights Commission shall not resolve or hear complaints or grievances between parties nor participate in the Minnesota Department of Human Rights No-Fault Grievance Procedure.

#### Item No. 4      Interpreter Discussion

Chair Dahlager discussed the pros and cons of having an interpreter at meetings. It would allow more people to come and understand, but could also lead to extensive costs. It was decided to go on a case by case basis and if the committee knows in advance, the Commission can provide an interpreter.

Council Member Anderson felt it would make sense to hear from a Human Rights Commission in another City and hear how they function and receive complaints. It was suggested to an invite such an individual to a meeting to receive some input and training.

Jill Benson updated the Commission on a situation whereby an individual had approached Columba Ferdinand for assistance with an employer issue. Commission members were urged not to intervene in such situations. It could be considered overreaching the intent of the Commission, which is to be an advocate and assist the individual in contacting the State Branch Office in St. Cloud. The Commission's role is to be a conduit and be the eyes and ears of the community. If an issue comes before a Commission member in order not to violate the Open Meeting Law, they were asked to forward the information to Janell Sommers, the City staff liaison, who would summarize the issue and have it placed on the next agenda.

#### Item No. 5      Term Lengths

It was at this time the Commission Members determined their staggered term lengths. The following Commission Members offered their initial term length as follows:

Denis Anderson, Marlin Breems, Columba Ferdinand and Jill Benson – One Year  
Shawn Mueske, Richard Engan, Abdi Hussein and Lynn Travaglio – Two Years  
Bashir Abdi, Kristal Dahlager, Shelly Huseby, and Barbara Little – Three Years

Shawn Mueske made a motion to pass the term lengths as offered. Denis Anderson seconded the motion, which carried.

The positions for the Executive Committee of the Commission were acted upon. Richard Engan moved a white ballot vote for Denis Anderson to serve as Budget Chair. Lynn Travaglio seconded the motion, which carried.

Marlin Breems moved a white ballot vote for Jill Benson to serve as Corresponding Secretary. Denis Anderson seconded the motion, which carried.

Richard Engan moved a white ballot vote for Abdi Hussein to serve as Member at Large. Shawn Mueske seconded the motion, which carried.

#### Item No. 6      Bio of Richard Engan

Commission Member Engan gave his bio detailing his background as an architect and farmer, his education and travels to various places outside the United States and his service in the Peace Corp.

#### Item No. 7      Miscellaneous

The next meeting date was determined to be April 19, 2016 starting at 5:00 p.m. Richard Engan announced he will be absent from this meeting. Members were urged to seek out a representative of the Latino community to be a member of the Commission.

A motion was made Richard Engan, and seconded by Barbara Little to adjourn. The motion carried and the meeting was adjourned at 6:08 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Janell Sommers". The signature is written in dark ink and is positioned above the printed name and title.

Janell Sommers  
Recording Secretary

**Willmar Lakes Area CVB Board Meeting  
EBO Room of the CVB/Chamber  
Tuesday, March 15th, 2016 @ 12:00 Noon**

**Members Present:** Janet Demuth, David Feist, Doug Kuehnast, Sue Steinert , Ken Warner, Dave Henle, Kevin Halliday, Audrey Nelsen and Jim Butterfield

**Members Excused:** Michelle Olson and Rob Baumgarn

**Members Absent:** Denny Baker and Roger Imdieke

**Staff Present:** Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Demuth called the meeting to order at 12:13pm.
  - a. **Additions or corrections to the agenda:** There were no additions or corrections to the agenda.
- II. **Approve Minutes from the February 16, 2016 Meeting:** It was MSC (m/Kuehnast; s/Steinert) to approve the minutes from the February 16, 2016 meeting.
- III. **Financial Report:** Halliday presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Nelsen, s/Butterfield) to approve the financial report as it was presented.
- IV. **Committee Reports & Requests:**
  - a. **Sports Committee:** Fischer said the Novice Bonspiel was last weekend on the Blue Line Arena and the ice will be taken off this week. The Civic Center will now focus on dry floor events coming up such as the Spring Show, Camper Show, Builders Home Show, and the Gun Show. Fischer shared that there will be a Bike Open House on April 7<sup>th</sup> from 5-7pm at the City Auditorium and there will be recreational bike rides led by two citizens on May 11 and June 8. May 20<sup>th</sup> is the Mayor's Bike Ride into Robbins Island for a picnic. The New London ride will start at the new city parking lot across from the brewery and Willmar will have two different length rides for people to choose from. Fischer has been working with the hockey association to finalize their tournament schedule and will be partnering with them on the potential of hosting Hockey Day in Minnesota. Discussions continue regarding Willmar hosting a Junior Hockey team. The first baseball tournament will be in June. Demuth asked if these biking dates were on the different ads we did in magazines. Fischer said they are not on the ads but she will put them on all the biking websites.
  - b. **Special Events Committee:** No new business to report.
  - c. **Meetings & Conventions Committee:** Feist said they met and recapped some of the recent conventions including the Ducks Unlimited convention which went very well and booked for two more years. February and March are traditionally quiet months. The MN Junior Holstein Convention is this weekend and in April will be Kiwanis Key Club, Catholic Order of Foresters, Gideons and MN Alliance of Local History Museums. The MSAE Expo is in May this year and the theme is "Taking it to the Streets". The committee decided to move forward with a Midwest Meetings ad.
  - d. **Visitor Guide Committee:** Steinert shared that an additional 10,000 guides were printed so there are a total of 40,000 this year. They are looking at new options to distribute them this year and they are primarily looking in southern Minnesota. Thank you letters were sent out

to advertisers this week with information on ad sales for 2017. All tourism racks have been filled with the new guides. If you have new ideas for the guide or have any examples of other guides to share, please give them to Fischer.

- e. **Leisure Travel Committee:** Demuth said they were going to meet at WorkUp but there was a conflict at the last minute so they met in the EBO Board Room. Dave Lais will be receiving the Reuel Harmon award and the group is moving forward with a full page ad in the program. 560 guides were distributed at the Omaha Sport Show at the end of February and this past weekend Imdieke and Butterfield were at the Sioux Falls Sport Show and handed out 475 guides. Butterfield said there were a lot of people that were looking for camping sites and places to host reunions on lakes. People loved the idea that we are only three hours away from Sioux Falls. We still need one volunteer to cover a shift for the Northwest Sport Show from 1-5pm on Sunday, April 3<sup>rd</sup>; this would include the take down of the booth. Some community updates included: the new Glacial Ridge brochures will hopefully be done by May; this year is the 30<sup>th</sup> year for the New London to New Brighton Antique Car Run so they are expecting more cars; May 5<sup>th</sup> the church exhibit opens at the Historical Society; All School Reunion is the theme for the Little Crow Ski Show this year and their first show is June 3; Prairie Woods Environmental Learning Center's Earth Day Celebration is April 23 and the Smithsonian Water/Ways exhibit starts June 25. New members, Mike and Barb Roe, joined the committee to report on county campgrounds. The new EDC Director, Aaron Backman, and Art Benson will replace Donna Boonstra's position on the committee. The CVB is doing a co-op ad in Itineraries Midwest, which is mainly geared toward group tours. Fischer explained what the itinerary would include and how to be a part of the co-op ad.
- f. **Executive Committee:** No new business to report.

**V. Affiliated Partnership Updates/Reports:**

- a. **Vision 2040 Update:** The Conversation & Celebration event on February 29<sup>th</sup> went well with 115 people in attendance. 20-25 new people volunteered to work on one of the goals. Warner felt that the two groups that weren't represented at the event were people under age 40 and minorities. They will look into offering daycare within the facility at the next event to see if the younger crowd will come. They used a World Café technique to get people to talk and make quick conversations happen. There was a lot of interest in Robbins Island and improving the community center.
- b. **Other:**

- VI. Executive Director Report:** Fischer distributed the report and reviewed some of the larger events that are coming up. Such as the Kiwanis Key Club Convention, Gideons Convention, Catholic Order of Foresters Convention, Cinco de Mayo Family Festival and many more events. She has submitted ads to Pioneer Press Travel Go Guide, meetingpages.com, Have Fun Biking, MN Parks & Trails Council and contracted space in the Spring/Summer issue of Itineraries Midwest and a banner with Willmar Tennis. She is also working with the West Central Tribune for other advertising opportunities. We were awarded the 2018 MN Ducks Unlimited Convention. She has submitted bids to MN Childcare Conference in 2017 and MN Elk Breeders Conference in 2017. She has assisted conventions such as MN Junior Holstein Convention, Combined Stevne, American Legion State Tournament and more. She also went over the importance of the Glacial Lakes State Trail extension and that legislation is working on it. A complete copy of the Executive Director's Report is available upon request from the CVB office.

**VII. Other Business:**



**a. Word Around the Community:**

- i. **Feist:** Willmar Stingers Fabulous Armadillos is this Friday.
- ii. **Butterfield:** The County hired a new AIS coordinator and her name is Stephanie Felt. They approved a bid for Big Kandiyohi Lake County Park West for \$215,000 that included a bath house. The lowest bituminous bid for this year's \$5 million budget came in at \$4.1 million. They should approve it at the next County Commissioner meeting. The county has agreed to do a video project that would highlight area businesses and historical places and show what Kandiyohi County has to offer newcomers. They will sell ads to businesses in the area to pay for the video.
- iii. **Nelsen:** Tomorrow the Mayor and City Administer will join her at the Coalition of Greater MN Cities meeting.
- iv. **Henle:** The Dam Club Banquet is April 9<sup>th</sup> at the Little Crow Country Club and the Spicer Awards Banquet is May 6<sup>th</sup>. They will start the road construction on Lake Avenue in May instead of July. The 4<sup>th</sup> of July parade will need to be rerouted and the street dance will be moved.
- v. **Warner:** April 12<sup>th</sup> there will be a Candidate Workshop over the lunch hour and Dick Larson, Dion Warne and Denis Anderson will be talking about reasons to run for office. The Chamber will be hosting a summer job fair out at the high school along with Ridgewater College on May 3<sup>rd</sup>. They are hoping to have 1200 high school students attend as well as many Ridgewater College students. They are hoping to have 80 vendors at the show. Central MN job training will be working with the vendors and giving them helpful hints on how to interact with the students.
- vi. **Halliday:** The Mayor's Prayer Breakfast will be held on May 5<sup>th</sup>. The brush site opens March 19<sup>th</sup> and will be open every Monday, Wednesday and Saturday throughout the summer.
- vii. **Demuth:** It's a slow time of year and they are currently giving their lobby a face lift.

**b. Other:**

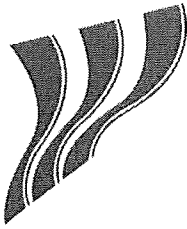
- c. **Next Meeting Date:** The next meeting will be held on Tuesday, April 19, 2016 at 12:00 noon.

**VIII. Adjournment:** Demuth adjourned the meeting at 12:53pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau



City of Willmar  
**CONVENTION & VISITORS BUREAU**  
**Balance Sheet as of March 31, 2016**  
(As of 04/06/16)

(2015 Not Yet Closed So Information Subject to Change)

**Assets**

Cash	\$ (1,601.95)
Petty Cash	50.00
Investments	231,409.48
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	13,430.70
Interest Receivable	213.83
<b>Total Assets</b>	<b>\$ 243,502.06</b>

**Liabilities**

Accounts Payable	\$ -
Due to General Fund	-
Due to Capital Improvements	-
<b>Total Liabilities</b>	<b>-</b>

**Fund Balance**

Restricted Fund Balance - Prepaid Expenses	12,766.43
Committed Fund Balance - CVB	31,193.62
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	199,492.01
<b>Total Fund Balance</b>	<b>243,502.06</b>

**Total Liabilities & Fund Balance**      **\$ 243,502.06**





City of Willmar  
**CONVENTION & VISITORS BUREAU**  
**COMPARATIVE INCOME STATEMENT**  
**For the Period Ended March 31, 2016**  
**(As of 04/06/16)**

(2015 Not Yet Closed So Information Subject to Change)

	<u>Budget</u>	<u>2016 Actual</u>	<u>2015 Actual</u>
<b><u>Revenues</u></b>			
Lodging Receipts	\$ 184,000.00	\$ 28,893.39	\$ 26,343.81
State Tourism Grant	7,000.00	-	-
Kandiyohi County	14,500.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnership	34,000.00	34,000.00	34,000.00
Advertising Sales	2,000.00	-	2,039.63 *
Miscellaneous	-	-	-
Interest Earnings	-	408.43 *	244.47 *
Market Value Increase (Decr)	-	97.96 *	256.23 *
Refunds & Reimbursements	-	1,578.99 *	2,158.78 *
<b>Total Revenues</b>	<b>242,500.00</b>	<b>64,978.77</b>	<b>65,042.92</b>
<b><u>Expenditures</u></b>			
<b>Operating</b>			
Full Time Exec Director Salary	91,000.00	13,240.32	13,783.00
Temporary Employee Salaries	-	-	-
Benefits and Taxes	19,000.00	3,225.66	3,320.28
Office Supplies/Copies	3,000.00	119.72	175.92
Small Tools	2,000.00	-	-
Postage	1,500.00	55.31	165.27
Mtce. of Equipment	1,000.00	-	-
Mtce. Of Structures	-	-	-
General Supplies	2,200.00	250.00	250.00
Telephone/Fax	5,000.00	2,427.94	572.16
Printing & Publishing	5,000.00	-	585.00
Travel/Lodging/Dues	6,000.00	1,158.10	709.21
Mtce. of Equipment	5,000.00	-	-
Other Services	-	226.07 *	199.71 *
Rents	8,000.00	1,253.22	1,253.22
Insurances & Bonds	460.00	460.00	460.00 *
Awards & Indemnities	250.00	53.52	-
Subscription/Membership	2,000.00	189.06	214.06
Professional Services	3,000.00	282.06	60.00
Advertising/Marketing	-	-	-
Other Charges	-	-	-
Contingency Fund	500.00	40.00	-
City Transfer (5%)	-	-	-
Transfer Out Capital Improvements	9,000.00	-	-
Refunds and Reimbursements	-	-	-
Market Value Adjustment	-	2.78 *	5.54 *
Tourism Expenses	40,000.00	11,054.84	8,581.60
Ad Development & Revisions	300.00	-	10.00
Conference & Convention	22,000.00	13,622.07	4,215.90
Group Tour Promotions	1,290.00	25.50	1,500.00
Leisure Travel	28,000.00	6,549.28	6,247.11
Fall/Winter Promotions	7,000.00	10.69	911.96
Spring/Summer Promotions	-	-	-
Special Projects	4,000.00	500.00	-
Strategic Marketing	4,000.00	-	-
<b>Total Expenditures</b>	<b>270,500.00</b>	<b>54,746.14</b>	<b>43,219.94</b>
Net Income (Loss)	(28,000.00)	10,232.63	21,822.98
Fund Balance January 1	233,269.43	233,269.43	187,847.83
Prior Period Adjustment	-	-	-
<b>Fund Balance March 31</b>	<b>\$ 205,269.43</b>	<b>\$ 243,502.06</b>	<b>\$ 209,670.81</b>

\* Indicates Over Budget



### Lodging Tax History

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	\$ 7,257.21	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,863.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.36	\$ 9,592.37	\$ 10,146.02	\$ 11,242.91	\$ 12,481.92	\$ 16,072.96
February	\$ 8,301.68	\$ 8,273.68	\$ 8,564.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	10,602.01	\$ 8,480.61	\$ 10,444.66	\$ 10,611.48	\$ 11,908.11	\$10,911.35	\$ 13,578.53	\$ 13,861.89	\$ 12,644.59
March	\$ 9,310.62	\$ 8,369.92	\$ 7,834.79	\$ 8,617.73	\$ 9,891.40	\$ 9,769.91	10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.50	\$ 10,383.91	\$ 11,246.07	\$ 12,286.25	\$ 11,960.20	\$ 13,268.74	
April	\$ 7,911.69	\$ 8,364.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,298.58	\$ 11,256.15	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	\$ 11,762.97	\$ 12,280.28	\$ 20,893.77	
May	\$ 9,234.55	\$ 10,054.26	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,916.43	\$ 12,498.33	\$ 11,400.34	\$ 9,590.19	\$ 10,405.48	\$ 12,184.92	\$ 13,372.89	\$ 13,011.30	\$ 13,953.56	\$ 27,168.41	
June	\$ 12,152.89	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,656.50	\$ 14,272.52	\$ 13,587.59	\$ 14,138.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	\$ 17,723.80	\$ 21,493.18	\$ 31,353.36	
July	\$ 13,656.84	\$ 13,956.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,627.95	17,670.65	\$ 18,118.86	\$ 21,102.74	\$ 19,419.80	\$ 20,870.17	\$ 23,504.27	\$ 31,335.96	
August	\$ 12,932.30	\$ 12,484.49	\$ 12,430.55	\$ 13,557.57	\$ 15,367.67	\$ 15,814.31	\$ 16,146.49	\$ 15,076.77	\$ 14,583.82	\$ 16,871.90	\$ 17,099.31	\$18,441.81	\$ 19,836.73	\$ 19,602.33	\$ 26,012.06	
September	\$ 8,815.63	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,661.74	\$ 12,474.13	\$ 12,845.44	\$ 12,965.58	\$ 14,485.25	\$ 16,027.03	\$ 16,596.08	\$ 15,996.62	\$ 19,337.47	
October	\$ 10,148.01	\$ 10,165.02	\$ 10,461.69	\$ 10,748.60	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	\$ 17,588.17	
			\$ 12,994.55	\$ 12,147.50				\$14,931.70*	\$15,814.85*	\$14,889.20*						
November	\$ 7,893.51	\$ 6,602.76	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,176.16	\$ 9,264.87	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	\$ 12,603.31	\$ 12,749.26	\$ 13,727.63	
		\$ 10,746.10			\$ 12,061.86	12,886.81*	13,780.05*				\$ 14,625.30	\$ 14,728.80	\$ 14,885.55	\$14,858.75	\$14,785.45	
December	\$ 8,725.40	\$ 7,875.14	\$ 8,583.87	\$ 8,521.55	\$ 10,286.25	\$ 9,985.78	9,345.52	\$ 8,748.64	\$ 6,998.74	\$ 9,662.25	\$10,045.27	\$ 10,378.89	\$ 11,250.37	\$ 12,489.86	\$ 13,694.93	
Total Lodging tax	\$ 116,340.33	\$ 125,755.88	\$ 129,733.51	\$ 138,699.63	\$ 153,913.28	\$ 149,046.17	\$ 157,316.91	\$ 149,764.53	\$ 138,486.75	\$ 145,171.76	\$ 161,969.85	\$ 177,390.40	\$ 187,391.68	\$ 199,721.17	\$ 255,509.76	\$ 28,717.55

\*Kandiyohi County Camping Receipts

## CVB Executive Director's Report – April 2016

- April 22 – 24: Catholic Order of Foresters Convention
- April 27 – 28: MN Alliance of Local History Museums Convention
- April 30: MN / ND GWRRA Rally Spring Ops Meeting
- May 6: Spicer Appreciation Banquet at O'Neil's
- May 15: Willmar Car Club Show & Swap Meet
- May 18: MSAE Expo
- May 20: Mayor's Bike Ride
- May 21: Cinco de Mayo Family Festival
- May 23 – 25: NARFE Convention
- June 10 – 12: Willmar Youth Baseball Tournament
- June 11 – 12: Ninja Warriors
- June 15 – 18: Vestlandslag—Valdres Samband Combined Stevne
- June 17: Movies in the Park - Pan
- June 17 – 18: Studio Hop
- June 19 – 22: Lutheran Women's Missionary League North District Convention
- June 22 – 26: Willmar Fests
- June 25 – August 7: Smithsonian *Water/Ways* Exhibit

### Advertising:

- Submitted ad to Midwest Meetings for their summer issue.
- Submitted MN Monthly ad for their Ultimate Travel Guide.
- Submitted MN Theatre Guide ad.
- Submitted ad for the Chamber of Commerce's annual map.
- Submitted MN Getaways ad for their spring/summer direct mailer.
- Submitted ad for the Little Crow Ski Team publication.
- Submitted ad for the summer issue of MN Trails.
- Committed to an advertising partnership with the Willmar Stingers on Fox Sports North.
- Contracted ad space in the Lakes Area Review promoting the Mayors' Bike Ride.
- Created posters and banners promoting the Mayor's Bike Ride. One banner will be placed in Willmar, New London & Spicer.

### Proposals/Conference Assistance:

- Submitted bid to host the 2018 NARFE Convention.
- Submitted bid to host the 2019 MECA (MN Erosion Control Association) Conference. Set up a site visit for the meeting planner for late April to tour the area.
- Assisted the MN Junior Holstein Convention with transportation for their March convention. We secured an offsite location for their Friday activities and arranged for bus transportation between the Best Western Plus and the Prairie Woods Environmental Learning Center.
- Phone meeting with the Kiwanis Key Club to finalize details for their April Convention. Overall the convention was a success and the organizer was pleased with the services provided by the CVB. We provided them with name badges, welcome bags and use of the iSnap photo station.
- Met with and assisted the Gideons organizers with the several details for their April convention. The CVB provided name badges and welcome bags for their attendees and assisted with registration. Their convention was one of their largest attended. They enjoyed their time in the area, the conference facility and appreciated the services provided by the CVB.
- Participated in a conference call with the Catholic Order of Foresters meeting planner to finalize details for their April convention. The CVB will be providing name badges, welcome bags, registration assistance and the iSnap photo station. I have also arranged for bus transportation from their conference destination to a local church for Saturday evening services.

- Met with Lutheran Women's Missionary League Board Members and Committees to discuss the details for their June Convention and provide a site visit of the convention property. Also, assisted them with a permit for their walk during the convention. The CVB will be providing name badges, registration assistance and welcome bags for their convention.
- Met with NARFE Convention organizers and State Officers to discuss their May convention. Reviewed details for the convention and provided a site visit for their group.
- Assisting the Willmar Youth Baseball Tournament organizer and participating teams with lodging for the tournament weekend. Teams are staying at hotels in Willmar, Spicer, Olivia, Benson, Paynesville and Litchfield; and at a local resort.
- Participated in a Conference Call with Goldwing Rally organizer to discuss details for their April Spring Ops meeting and their July rally. We are assisting them with social activities, motorcycle parade and will be providing welcome bags and name badge for their attendees. We have connected them to a local non-profit. They will be collecting donations and presenting them to the organization in July.
- Met with American Milking Shorthorn National Convention organizers and provided a site visit of the Willmar Conference Center. They will be holding their convention in Willmar in June 2018.
- Assisted the MN Elk Breeders with additional items for our bid to host their 2017 conference.
- Assisted the Willmar Hockey Association with finalizing hockey tournament dates for the 2016-2017 season and recommended dates for the 2017-2018 season. Requested room blocks from Willmar and Spicer hotels for their 2016-2017 tournaments.
- Continue to do prospecting and sales calls for future meetings and conventions business.

#### Misc:

- Continue to promote Biking and participate on several Bike Committees including the Willmar Bike Advocacy Team, Bike Open House Team, Kandiyohi County Bike and Ped Plan Committee and the CVB's Bike Committee.
- The CVB had a booth at the Willmar Bikes Open House promoting cycling in the Willmar Lakes Area. We distributed bike maps, Mayor's Bike Ride information, flyers on local recreational bike rides, visitor guides and featured the iSnap photo station. It was a good community event focused on biking.
- Continue to participate in the Cinco de Mayo meetings. The family festival will take place on Saturday, May 21 this year. A soccer tournament has been added to the festival and will take place on two weekends in May. The CVB has assisted with the marketing components for the event.
- Met with organizer of the Airport 10th Anniversary Celebration organizer on details for the event. They are currently working on establishing the activities that will take place and then the CVB will create the posters, postcards and mail invites.
- Continue to work on the development of a new Glacial Ridge Scenic Byway brochure and map.
- Participated in two educational meetings with MPI – MN. Attended a live stream webinar in March and attended their April Educational meeting in Minnetonka.
- The CVB had a booth at the Northwest Sport Show. We visited with a lot of people promoting our area as a travel destination. All four sport shows (Omaha, Sioux Falls, St. Cloud and Northwest) were up this year for guide distribution, and we have committed to attend all four in 2017. We will also be attending the MSAE Expo in May.
- Met with Joe Holm regarding Let's Go Fishing and opportunities to work with the CVB.
- Attended the Spicer Appreciation Banquet meeting. The banquet will be held on Friday, May 6 at O'Neil's. The CVB will be providing name badges for the banquet.
- Participated in a variety of meetings including, but not limited to, Willmar Fests, Spicer Commercial Club Board/Spicer Parade, Leadership, Movies in the Park, LSPN, Let's Go Fishing Open House, Public Policy, etc.

**MINUTES**  
**Central Community Transit**  
**Operations Board**

Tuesday, March 22, 2016  
10:00 a.m.  
Willmar Office

Members Present: Deb Buffington, Kristi Maahs, Pam Meinert, Jill Pelzel, Tracy Hendrickx, Kevin Halliday, Michelle Pahl

Members Absent: Alan Anderson, Chad Christianson, Darrell Ruch, Jill Bruns, Laura Morales

Staff Present: Tiffany Collins, Transit Director; Doug Sweeter, Operations Coordinator; Darla Kimpling, Office Coordinator

Guest(s): None

Introductions

No introductions were made.

Approval of Agenda

Tiffany has an update on Non-Emergency Medical Transportation (NEMT) under Other Updates.

Approval of Minutes

**Pam Meinert made a motion to approve the minutes from November 24, 2015. Deb Buffington seconded the motion, which carried.**

Director's Update

Financials – Work is being done on closing the books for 2015 and getting ready for the audit. Tiffany has worked on a full RFP for the audit for 2016 & 2017 and found out that a Request for Quotes is all that is needed. Westberg & Eischens are interested and Tiffany also has some names from the Renville County area. The Hwy 12 Route was a two year grant for 2014 & 2015 and is also being finalized. Since CDS does the accounting for CCT they cannot audit their own books.

Ridership – Doug reviewed the ridership for February as follows:

Monthly ridership for February was up 135 from last year at 14,172 this year  
Daily Average was 700.57, down a little bit from last year

Saturday – last year was 249 and 237 this year

5310 – up from last year at 65 compared to 24 last year

Sr. Transportation – down slightly from 796 to 787

Evening Route – the Monday night bowling group has been incorporated into this route, but usually gets 5 or 6 people the rest of the nights.

Sunday – this route started two weeks ago and got 1 person, this past Sunday 9 passengers rode the bus. The hours are from 8:00 am to 5:15 pm with an hour break from 1:00 pm – 2:00 pm. Schedules have been handed out on the buses and are also posted in the buses.

Renville – ridership is maintaining and steady

Tiffany stated that there is a small need for a bus from Renville County to go to Hutchinson, New Ulm and Redwood Falls. It maybe that it would be a once a month trip. Tiffany has created a spreadsheet and kept track for the last 6 months where the volunteer drivers are starting from and going to. There seems to be no consistencies for certain days going to specific places. Tiffany suggests starting on the Hutchinson run first.

Two billboards will be used for promoting the Commuter Challenge. They are located on Hwy 12 by Atwater and at the intersection of Hwy 71 & Hwy 212. They will be up from April through September.

### Committee Updates

System Resource Committee – Kristi Maahs reviewed the minutes from January 12 and March 8, 2016. **Updates:** Crossroad clients are being transported to their jobs in the community. There are still some that are going to the main sheltered workshop in Industrial Park. There is a Headstart meeting scheduled at Jefferson school with Willmar Bus Service, school personnel and CCT. This meeting will be in regards to youth transportation issues. Laura Morales had been asked to find out what the adult to child ratio is and depending on the age and what is being done in the class room can be 4 to 1 or 10 to 1. CCT has had some responses for drivers, but question on whether the job would still be available next year and this depends on funding for transportation. There are about 500 youth riders in Renville County. Tiffany stated that there is a true unmet need for Headstart if the school bus companies can't provide the service. If there is funding for Headstart transportation for 2017 that would be put into the MnDOT application for 2017. Letters of support from the private sector and schools could also be included. CCT wants to make sure that this transportation is a safe environment for the youth. Doug said that there would be Headstart staff on the buses. There is concern for not having child safety seats for all the children. Headstart can apply for a waiver to use public transportation and use the seatbelts on the CCT buses. Tiffany asked the Renville County committee members if there are any health fairs in Renville County. There are no health fairs, but could do something at the Renville County Fair, Island Days in Bird Island and Corn Days in Olivia. Tiffany stated that a bus will be in parades in Renville County for events.

Administration Committee – Kevin Halliday reviewed the minutes from January 19 and March 15, 2016.

### Merger Update



A Joint Powers Board meeting was held on Friday, March 18<sup>th</sup> at the request of Meeker County and the City of Litchfield to go over some proposed changes. One was to change the name of the Operations Board to the Advisory Board. There was discussion regarding that the Operations Board does deal with day to day operations and is not acting in an advisory capacity. The name of the Operations Board will remain the same. Meeker County has implemented term limits and would like to see that for CCT also. The Joint Powers agreement states that the term limits are 4 years and can serve 3 consecutive terms for a total of 12 years. That would start with the signing of the agreement and nothing would need to be done for 12 years. There are some board members that need to be on more than the 12 years as they provide critical information and knowledge. The Operations Board will have a potential of 16 members. Currently the board has a couple of openings. Tiffany made all the changes that were agreed upon at the meeting on Friday and has sent the agreement to the 5 administrators to be shared with their respective attorneys for approval. Meeker County and the City of Litchfield will be taking to their respective boards for approval. The original merger date was July 1<sup>st</sup>, but is getting to be too late for that so the date may need to be moved back. Tiffany has the names of three current MPT Advisory Board members who want to be on the Operations Board. The fare structures are different with MPT having special discounts for seniors and youth. Kevin Halliday stated that the Willmar City Council will have to pass a new resolution as this is a new Joint Powers Agreement. Tiffany was directed to check with the labor attorney regarding the MPT drivers and bus maintenance. Hick's is the 3<sup>rd</sup> party contractor for MPT for the drivers and bus maintenance and has sent a letter stating that he is not interested in the drivers, but is still interested in the maintenance portion. The drivers' positions will have to be posted and interviews take place if they are interested in working for CCT. Donna Anderson has been trying to gather information on the drivers' wages and the length of service. A CCT staff meeting is being held next week to inform staff of the current status of the merger.

#### Other Updates

Tiffany has been trying to provide detailed information to MnDOT regarding Non-Emergency Medical Transportation (NEMT). All of the new regulations are creating extra work and putting a burden on the staff to get billing, reporting and collections done. All of the providers are asking for different things. No load miles and payment of those is a big issue and could cost the providers if the health care providers are not willing to pay for those. In addition, work will have to be done with Divine House for fingerprinting and back ground studies. This will have to be done for all volunteer drivers and bus drivers at a cost of \$29.00 each. ACTS in Olivia is also setup for this process. The volunteer drivers are exempt from vehicle maintenance checks, but the buses may have to have an additional inspection sticker. There are some insurance companies that are dropping the volunteer drivers due to the vehicle not being used as it is intended for personal use. The volunteer drivers are only paid mileage not for labor. It is different with each insurance company. Prairie Five Rides is not providing Blue Ride any longer due to all of the no load miles that were going unpaid. They have to travel greater distances and would not be reimbursed for the first 10 no-load miles each way.

#### Meeting Set Up/Dates

The next Operations Board meeting will be on Tuesday, April 26 @ 10:00 a.m. in Olivia. The bus will leave at 9:15 am.

System Resource Committee – April 12, 2016 @ 1:00 p.m.

Administration Committee – April 19, 2016 @ 10:00 a.m.

Joint Powers Board – April 29, 2016 @ 9:00 a.m.

Adjourn Meeting

The meeting adjourned at 11:35 a.m.

Submitted by,

Darla Kimpling  
Office Coordinator

**COMMUNITY EDUCATION & RECREATION  
JOINT POWERS BOARD  
APRIL 22, 2016**

**Members Present:** Bill Borth, Sally Calvin, Matt Dawson, Scott Guptil, Allen Huselid, Tim Johnson, Audrey Nelsen, Pablo Obregon, Rachel Skretvedt

**Staff Present:** Steve Brisendine, Casey Hagert, Ryan Harper, Gary Manzer-Public Works, Tammy Rudningen, Becky Sorenson, Jena Tollefson, Pam Vruwink

**Guest Present:** Stewart Crosby-SRF Consulting Group

1. Vice Chair Rachel Skretvedt called the meeting to order and asked everyone to introduce themselves.
2. Robbins Island Regional Park Designation – We are applying to the Greater Minnesota Parks and Trails Commission a second time for regional park designation. The application is due by next Friday, April 29. The application was emailed to Board Members for their input. Steve stated he and Casey will be working on the final draft next week and want any ideas from the Board by next Tuesday or Wednesday. Scott Guptill asked if this would give us money if we are accepted. Casey replied that this is the first step and, if we are approved, then we can apply for grants.

Tim Johnson asked how long after filing before we find out. Steve responded it could take 3 to 4 months. Tim also asked about legacy grants and how many get turned down. Stewart Crosby replied that it depends on how much money is available, how many apply and how many are similar.

3. Park Equipment Installation – Gary Manzer from Public Works talked about the installation of the new park equipment. He stated that work has started on three parks – Cardinal, Ramblewood and Minnegasco removing the old fill and have started replacing with the new engineered fiber fill. Work will start at Collegeview, Gesch and Hedin in July.

Sally Calvin asked if there are any plans to fence the parks, especially Minnegasco near the railroad tracks and questioned about shade in the parks. Gary responded that ash trees have been removed due to disease which has added to the lack of shade at some parks. He also stated that there are no plans at present to fence, adding the additional maintenance needed. Audrey Nelsen asked if before and after pictures were being taken. Gary agreed that should be done.

4. Rice Park Project - The contract has been signed between the City and SRF Consulting. The two major goals for Rice Park will be the splash pad and the new shelter along with removal of the old shelter, wading pool and basketball court. Steve feels we will probably need to meet more often than once a month with SRF.

**Community Education & Recreation**  
**Joint Powers Board Meeting**  
**April 22, 2016, Page 2**

Talk centered round the overall site, what splash pad and shelter features we want to see in each. Stewart stated we will see a refined concept from SRF in the near future. The whole of Rice Park was considered in the master plan but only the shelter, splash pad and courtyard will be included in the \$704,000 budgeted.

The square footage designed for the splash pad is 8,600. The splash pad will be broken up into age categories: toddler bay, family bay and teen bay. Pam Vruwink talked about the splash pad features, expressing concern that if we have too many features, it will pull attendance from the Aquatic Center. Bill Borth asked if teenagers would use the splash pad. The response was that, if it is hot enough, they probably will. Audrey Nelsen asked for more description of the features. There will be a combination of fountains and spray units.

Scott Guptill asked about vandalism. Stewart responded it's not vandal proof but things will be removed for the winter. The park is also in a well lit and utilized area and hopes it won't be a big problem.

Bill Borth asked if there are any plans to have supervisors at the park. Steve responded there would be no full time supervisors but planned programs we offer would have supervisors.

Scott Guptill asked about water usage; he is concerned about the waste of water going down the drain. Steve said that 5 to 7 million gallons of water a year is the expected usage. He hopes to use some of that water for irrigating the park grass and shrubs. Allen Huselid asked if it was known what the break even point is if we purchase the re-circulating system. Stewart said he could check to see if it was possible to add the re-circulating system later.

Audrey Nelsen asked about the size. The proposed size in the master plan was for 8,600 square feet. The drawing from Vortex of a possible splash pad is for 3,087 square feet. Tim Johnson asked if there were any projected usage numbers. He feels it would be better to be oversized instead of undersized. Allen Huselid asked what specifications were given to Vortex. Steve responded they were asked to figure a splash pad with features up to \$200,000 which is the plan they submitted. Audrey Nelsen stated she doesn't want to short change the park.

Stewart said we can go back to Vortex asking what they would recommend for the size drawn for Rice. He also talked about re-designing the splash pad – do we want to have the toddler area closer to the playground versus farther from the playground.

The plaza was discussed next. Do we want to have a quiet, scenic area? We need to have enough seating for parents of splash pad users. Do we want a colorful area or more natural?

**Community Education & Recreation  
Joint Powers Board Meeting  
April 22, 2016, Page 3**

Scott Guptill asked if there was a reason the shelter was placed in the same area versus putting in the wading pool area. It was stated that the northwest corner of the park is the desirable area due to its accessibility to the playground. Sally Calvin asked if we wanted to look into purchasing funbrellas for shade purposes. It was thought this would be a good idea to look into. Picnic tables were discussed – moveable versus anchored. Gary stated Public Works would not like anchored tables unless they were on the patio section. Moveable tables on the grassy area would make it easier for mowing.

Restrooms were discussed - need to have them large enough to have a bench for people to use when changing instead of a separate room. It was mentioned that, in addition to male and female restrooms, there should be a family restroom.

The subject of a three season shelter was talked about. It would be nice to have a space available for renters for a longer season, April thru October instead of May thru September. It was stated that proposed three season shelters are included in the future for Robbins Island and Lincoln. Audrey Nelsen stated again she doesn't want us to forget about the three season status for Rice Park shelter. It was also stated that we need to try to keep the same look for all shelters in the future.

The next step will be SRF meeting with Engan to formulate a plan. The hope is to start construction in August. Stewart said he would have concepts ready for the May 27<sup>th</sup> meeting.

5. Local Option Sales Tax – The proposed projects to be financed through a sales tax increase are the Community Center – renovating or new; Civic Center – refrigeration upgrades; Robbins Island; and Swansson – field lighting. It is thought the \$2.5 million would be needed for each area. It is estimated that 2.3 million per year could be raised with a ½ cent increase in the sales tax.

Audrey Nelsen stated she is in favor of a local option sales tax for the right purposes. We need to do something to recruit people to our community. Tim Johnson stated he knows that some people won't be in favor of a local option sales tax but then they go to St. Cloud to shop and support St. Cloud in their local option sales tax (they might as well support Willmar)

Matt Dawson stated he thinks that if we need a community center, it could be added to the Civic Center Arena and make it more than just a community center, adding a running track, etc.

The time line is 90 days before the general election, we need to have specifications on the ballot. The last sales tax increase was 7 or 8 years ago.

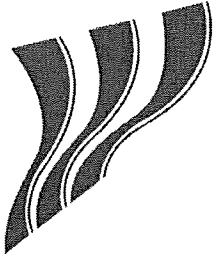
**Community Education & Recreation  
Joint Powers Board Meeting  
April 22, 2016, Page 4**

Rachel Skretvedt announced there is another community meeting on Thursday the 28<sup>th</sup> at the Community Center and everyone is welcome to come.

The Mayor's Bike Ride is May 20.

As there was no further business, Pablo Obregon made a motion to adjourn. Allen Huselid seconded the motion. Motion carried.

The next meeting will be May 27.



## **CITY OF WILLMAR**

**Planning and Development Services  
City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
320-235-8311**

### **COUNCIL ACTION REQUEST**

**DATE:** May 2, 2016

**SUBJECT:** Public hearing on an Ordinance to Rezone Erickson Land Co. parcels from AG (Agricultural) to GB (General Business) and R-2 (One and Two Family Residential).

**RECOMMENDATION:** Staff recommends that the Ordinance be adopted, assigned a number, and published.

**BACKGROUND:** Erickson Land Co. wishes to expand two existing parcels for development of an assisted living facility that requires larger lots to meet setback requirements. Erickson Land Co. is combining existing lots (see attached map) with some additional land they own to the north with a replat. The land to the north is zoned AG and thus to be combined with the existing parcels in Trentwood Estates needs to be rezoned to the current zoning of the lots GB and R-2 respectively. The rezoning was approved by the Planning Commission.

**FINANCIAL CONSIDERATION:** N/A

**LEGAL:** See attached Ordinance.

**DEPARTMENT/RESPONSIBLE PARTY:** Megan M. DeSchepper, AICP, Planner/Airport Manager, Planning and Development Services.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 1060,  
THE WILLMAR ZONING ORDINANCE

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from AG (Agricultural) to GB (General Business) and R-2 (One and Two Family Residential):

Lots 1 & 2, Block One, Trentwood Estates, AND part of the NW 1/4, Section 12, Township 119, Range 35 (soon to be Lots 1 & 2, Block One, Trentwood Third Addition).

SECTION 2. Effective Date. This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: \_\_\_\_\_

This Ordinance introduced on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

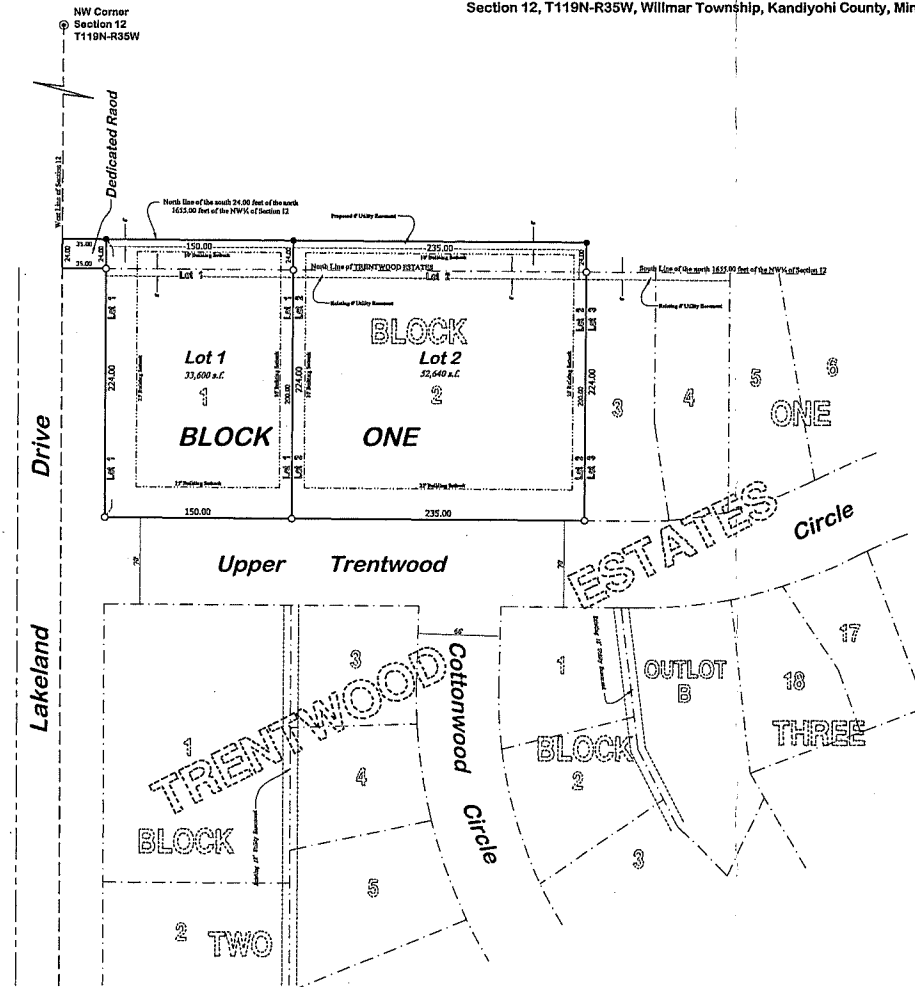
This Ordinance published on: \_\_\_\_\_



# TRENTWOOD ESTATES THIRD ADDITION

Preliminary Plat of:

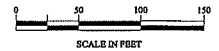
Located In:  
Lot 1 & Lot 2, Block One, TRENTWOOD ESTATES and also part of the NW¼  
all in  
Section 12, T119N-R35W, Willmar Township, Kandiyohi County, Minnesota



This drawing prepared by:

**Bonnema Surveys Inc.**  
Professional Land Surveying  
1800 12th St SW - Suite 104  
Willmar, MN 56201  
Office (507) 231-2244  
Fax (507) 231-2257

Requested by: Warren Erickson  
Erickson Land Company of Willmar



## LEGEND

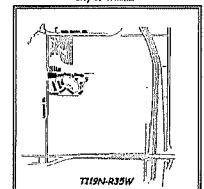
- Found Iron Monument from former survey
- Buried Survey Pin/Found Capped Iron Monument
- ⊙ Cast Iron Monument

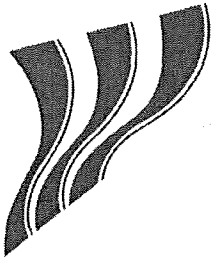
Currently Zoned - GB

Total Area Platted - 87,080 s.f.  
(2.00 Acres)

5.00 foot tree planting easement is contiguous to all streets

Vicinity Map - Not to Scale  
Kandiyohi County - Section 12  
City of Willmar





## **CITY OF WILLMAR**

**Planning and Development Services  
City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
320-235-8311**

### **COUNCIL ACTION REQUEST**

**DATE:** May 2, 2016

**SUBJECT:** Public hearing on a Zoning Ordinance Text Amendment- Central Business District Design Standards

**RECOMMENDATION:** Staff recommends that the Ordinance be adopted, assigned a number, and published.

**BACKGROUND:** The Planning Commission formed a subcommittee in 2015 to work on the draft ordinance with the assistance of the Downtown Development folks. The standards address building placement, general design, scale, materials, entrances, windows, architectural projections, awnings and design review. It also includes specifics on landscaping, parking, stormwater, and signs. The Planning Commission approved the Ordinance text amendment.

**FINANCIAL CONSIDERATION:** N/A

**LEGAL:** Entire Central Business District (see attached map)

**DEPARTMENT/RESPONSIBLE PARTY:** Megan M. DeSchepper, AICP, Planner/Airport Manager, Planning and Development Services.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING ORDINANCE NO. 1060  
KNOWN AS THE WILLMAR ZONING ORDINANCE BY  
ADDING SECTION 6.J.7. RELATING TO  
CENTRAL BUSINESS DISTRICT DESIGN STANDARDS

The City Council of City of Willmar does ordain as follows:

SECTION 4. Ordinance 1060 is hereby amended by adding the following text Section 4.A.5.g.

- g. *In the CBD, where off-street surface parking is provided it shall be setback 5' (five feet) from all street rights-of-way (see Section 3.P.). Surface parking shall be located at least 40' (forty feet) from any street intersection.*

SECTION 6. Ordinance 1060 is hereby amended by striking/amending Section 6.J.5.c. so as to read as follows:

- c. Setbacks (all) = ~~Not applicable~~. *Shall be zero (0) feet from all street rights-of-way.*

SECTION 6. Ordinance 1060 is hereby amended by adding a new SECTION 6.J.7. so as to read as follows:

**SECTION 6.J.7. CENTRAL BUSINESS DISTRICT DESIGN STANDARDS**

7. *Design Standards.*

- a. *Building Placement. In the Central Business District buildings shall be placed at primary street corners, defined as the intersections of Litchfield Ave. SW and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Streets; Becker Ave. SW and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Streets; and Benson Ave. SW and 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Streets. If no primary corner exists, buildings shall be placed as per setback requirements in Section 6.J.5.c.*
- b. *General Design. The design and construction of downtown buildings shall be in keeping with the scale and quality of existing buildings in the heart of downtown, primarily at the intersection of Litchfield Ave. SW and 4<sup>th</sup> St. SW. Design creativity is encouraged. Willmar has no defined and required aesthetic. Scale and architectural quality is more important than a particular style.*
- c. *Scale. Buildings are encouraged to be two, three, or four stories in height (buildings over four stories require plan review as per Section 6.J.2.i.) or shall be one story with an ornamental cornice constituting a minimum of one-half the height of the inhabited space.*

- d. *Materials.* Buildings shall be constructed of high-quality materials such as brick, stone, stucco, or decorative masonry, with accent materials of metal, stone, glass, or other materials.
- e. *Entrances.* The primary building entrance should provide access directly to the public sidewalk, not to a parking area. A secondary entrance accessing a parking area is permitted.
- f. *Windows.* All facades at street level adjacent to the public right-of-way shall be composed of at least 40% (forty percent) windows that allow a clear view into and out from the building. The remaining 60% shall be building wall or privacy glass (reflective glass or faux glass is not permitted).
- g. *Architectural Projections.*
  - (1) Elements may extend 2' (two feet) out over the public sidewalk, provided there is a minimum of 7.5' (seven and half feet) vertical clear zone between the sidewalk surface and the underside of the projection.
  - (2) Architectural projections shall be limited to awnings (for signs see Section 5.H.5.) and decorative building elements, which shall be an integral part of the building design and may only extend one foot over the public sidewalk.
- h. *Awnings.* (see Section 5.H.5.h. for signed awnings)
  - (1) Awnings shall be composed of fabric, or of hard materials complementary to the building design.
  - (2) Awnings may be lit on both sides, but may not be internally lit.
  - (3) Vinyl awnings are not permitted.
- i. *Design Review.* Building designs shall be submitted along with site plans for Plan Review by the Planning Commission.

SECTION 3. Ordinance 1060 is hereby amended by adding the following text Section 3.P.9.

- 9. *Landscaping and parking lot buffers in the Central Business District where surface parking is provided shall be as follows:*
  - a. *Parking Lot Buffers.* The five foot parking area setback shall constitute the required parking lot buffer, and shall be composed of one of the following options:
    - (1) An ornamental railing at least three feet high, in combination with perennials or shrubs in quantities to ensure eventual 100% soil coverage.
    - (2) A hedge of shrubs a minimum of 2' (two feet) high and a maximum of 4' (four feet high).
    - (3) Perennials or shrubs in quantities to ensure eventual 100% soil

*coverage, in combination with one ornamental tree (1 ½" caliper at installation) per 32' (thirty-two feet) of parking lot frontage.*

*\*\*NOTE Planning Commission advisory about the type and size of the ornamental trees. Plantings shall be designed to allow sight lights for automobiles and existing parking lots.*

- b. Parking Lot Landscaping.*
  - (1) Parking areas larger than 30 stalls shall include 150 (one hundred fifty) square feet of interior landscaping for each 15 (fifteen) parking stalls.*
  - (2) Parking areas with public right-of-way frontage greater than 74' (seventy four feet) shall provide one shade tree (2 ½" caliper at installation) per 25' (twenty-five) feet of frontage.*
  - (3) Each 150 (one hundred fifty) square feet of interior parking lot landscaping shall include one of the following options:*
    - (a) Shrubs and perennials in quantities to ensure eventual 100% soil coverage, in combination with one ornamental or shade tree (1 ½" caliper at installation).*
    - (b) Perennials only, in quantities to ensure eventual 100% soil coverage, when the landscape area is sunken below parking lot grade and used for stormwater management.*
- c. Stormwater Management. Permeable pavement and other techniques to manage stormwater on site are encouraged. Techniques that return the rate of runoff to the equivalent of native grassland shall allow a 50% reduction in the interior landscaping requirement. The requirements of Stormwater Management Ordinance #1227 shall be met at all times.*

SECTION 5. Ordinance 1060 is hereby amended by adding the following text Section 5.H.5.k

- k. When applying for a sign permit, the applicant shall provide, in addition to a scaled drawing of the entire sign, a product sample, which may be one of the following:*
  - (1) If the sign will be fabricated by a reputable sign company, provide a small product sample of a similar sign design with similar materials and fabrication methods, or*
  - (2) If the sign will be fabricated by a reputable sign company, provide full-color photos of similar signs the company has fabricated installed, or*
  - (3) If the sign will be fabricated by an individual, provide a sample portion of the sign at full size and in full color. For example, if the sign will be painted, provide several letters painted on the same surface as the final sign.*

EFFECTIVE DATE. This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: \_\_\_\_\_

This Ordinance introduced on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

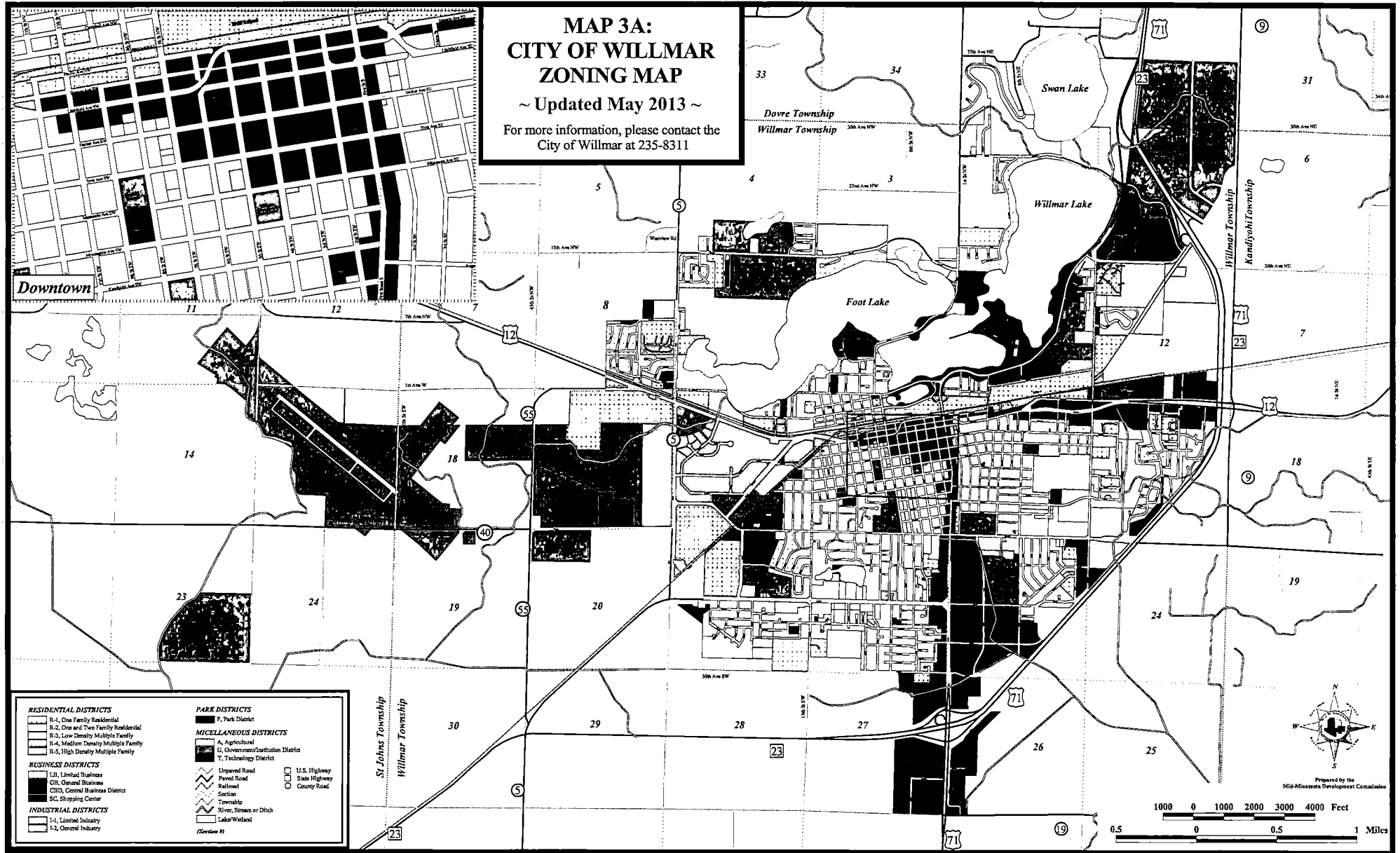
This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

# **MAP 3A: CITY OF WILLMAR ZONING MAP**

~ Updated May 2013 ~  
For more information, please contact the  
City of Willmar at 235-8311



## FINANCE COMMITTEE

### MINUTES

The Finance Committee of the City of Willmar met on Monday, April 25, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Denis Anderson	.....	Chair
	Tim Johnson	.....	Vice-Chair
	Rick Fagerlie	.....	Member
	Shawn Mueske	.....	Member

Others present: City Administrator Larry Kruse and Finance Director Steve Okins.

#### Item No. 1      Call to Order

The meeting was called to order by Chair Anderson at 4:45 p.m.

#### Item No. 2      Public Comments

There were no comments from the public.

#### Item No. 3      City Purchasing Policy (Resolution)

Staff explained to the Committee that, per Council direction, the recently adopted Purchasing Policy is again being brought to the Committee with the intent to continue discussion for clarification of sections within the adopted policy document. There was some concern by Council Members about when capital purchases need to be presented to the Council for approval.

Following considerable discussion, Council Member Johnson made a motion to introduce a resolution to revise the Purchasing Policy as follows: under "Spending Not Requiring Council Action" in the first sentence strike "unless the project, in aggregate, was previously approved by the City Council", in the second sentence change "unbudgeted" to "capital" and to strike bullet #5 "Items that were previously approved by the Council". Further, to include the requirement that monthly reports for all capital expenditures reflecting amounts budgeted in the current year CIP, items and amounts not budgeted in the CIP, amounts actually expended, year to date expended, and date put in service shall be provided to the Council by the City Administrator. Council Member Fagerlie seconded the motion which carried.

#### Item No. 4      Reimbursement of Personal Expenditures (Resolution)

Staff explained to the Committee that it has been some time since the City has adjusted its compensation rates for reimbursement of meals in its Travel Policy. The current rates of \$7.00 for breakfast, \$9.00 for lunch, and \$14.00 for dinner have been in place since April, 1999. Staff is proposing to increase these amounts to \$10.00 for breakfast, \$12.00 for lunch, and \$18.00 for dinner to more accurately reflect reasonable costs. Council Members raised the option of setting meal reimbursement rates to follow those rates established for State of Minnesota employees which according to a quick search are currently \$9.00 for breakfast, \$11.00 for lunch, and \$16.00 for dinner.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution amending compensation rates for reimbursement of meals in the Travel Policy to follow those rates established for State of Minnesota employees. Council Member Johnson seconded the motion which carried.



Item No. 5      Request to Purchase Nuhn Honey Wagon (Resolution)

Staff reported to the Committee that Wastewater staff solicited quotes for the purchase of a honey wagon in accordance with the 2016 Capital Improvements Program. Quotes were received from Boss Supply of Janesville, Inc. in the amount of \$78,500 and Dairyland Supply, Inc. in the amount of \$75,335. The honey wagon is used in the field to inject bio-solids as required by our land application program. The current unit was purchased in 2001 and was deferred from the ten-year replacement schedule to 2016. It is a key component to the bio-solids program and, as it has aged, the tank is starting to corrode from the inside out as well as needing wheel spindles, bearings, wheel hubs and a rebuild of the pump. Staff recommended purchase of the Nuhn 6000 Honey Wagon Slurry Tank from Dairyland Supply, Inc. less trade-in of the current unit of \$16,000 for a net cost of \$59,335.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution to approve the purchase of the Nuhn 6000 Honey Wagon Slurry Tank from Dairyland Supply, Inc. in the amount of \$59,335 as presented. Council Member Mueske seconded the motion which carried.

Item No. 6      Fairgrounds Lift Station Project Preliminary Budget (Resolution)

Staff presented to the Committee the preliminary budget for the Fairgrounds Lift Station Project which is identified in the 2016 Improvement Projects as needing replacement. The lift station is located at 908 Park Avenue on the south side of the Fairgrounds and is a custom dry pit station constructed in 1931. Bolton & Menk, Inc. was awarded the design engineering and construction related services contract for this project on March 21, 2016. Staff has prepared the preliminary construction budget for the Fairgrounds Lift Station estimated at \$640,000. Funding for the project will be through a Public Facilities Authority (PFA) loan.

Following discussion, Council Member Mueske made a motion to introduce a resolution to approve the Fairgrounds Lift Station Project Preliminary Budget as presented. Council Member Fagerlie seconded the motion which carried.

Item No. 7      2016 Street Improvement Projects (2 Resolutions)

A. Intent to Reimburse for Costs. Staff explained to the Committee that prior to incurring costs on the 2016 Street Improvement Projects, it is necessary per bond regulations under the Internal Revenue Code that the Council adopts a Resolution of Intent to Reimburse. This will ensure the City will be reimbursed for project costs after the date of the resolution.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code for the 2016 Street Improvement Projects. Council Member Mueske seconded the motion which carried.

B. Budget. Staff presented to the Committee the budget for the 2016 Improvement Projects totaling \$2,869,200. It was noted that Council action is required to approve the budgets outlining the estimated cost and funding sources for the projects. Estimated bond financing for these improvements is \$1,600,000.

Following discussion, Council Member Mueske made a motion to introduce a resolution to approve the 2016 Improvement Projects Budget for a total of \$2,869,200 as presented. Council Member Fagerlie seconded the motion which carried.

Item No. 8      Reports (Information)

The Committee received the following reports: Quarter End 03/31/16 Investment Activity, Quarter End 03/31/16 Interest Activity, Quarter End 03/31/16 Cash/Investment Portfolio, Quarter End 03/31/16 Ten-Year Historical Interest Received Per Quarter, Quarter End 03/31/16 Ten-Year Historical Investment Balances Per Quarter, and 03/31/16 Rice Trust Fund. Staff explained to the Committee the restrictions attached to the various City funds which dictate how those funds may be used. This matter was taken for information only.

There being no further business to come before the Committee the meeting adjourned at 5:35 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Carol Cunningham".

Carol Cunningham  
Accounting Supervisor



WILLMAR

**Finance Director**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4913  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** April 25, 2016

**SUBJECT:** Consideration of Adopted City Purchasing Policy

**RECOMMENDATION:** Review Adopted Policy to clarify unclear sections.

**BACKGROUND:** Staff was given direction from Administration to develop written Purchasing Policy setting levels of authority. Finance Committee recommended changes at its February 8, 2016, meeting, which staff has instituted. Revised Policy was adopted by Council with direction to continue discussion with intent to clarify sections within the adopt policy document.

**FINANCIAL CONSIDERATION:**

**LEGAL:**

**Department/Responsible Party:** Steven B. Okins, Finance Director

**RESOLUTION No. \_\_\_\_\_**

**BE IT RESOLVED** by the City Council of the City of Willmar, Minnesota, that the Purchasing Policy of the City of Willmar be revised under the "Spending Not Requiring Council Action" section as follows:

In the first sentence, strike "unless the project, in aggregate, was previously approved by the City Council", in the second sentence change "unbudgeted" to "capital", and to strike bullet #5 "Items that were previously approved by the Council".

**BE IT FURTHER RESOLVED** that the required monthly report to the Council by the City Administrator include all capital expenditures reflecting amounts budgeted in the current year CIP, items and amounts not budgeted in the CIP, amounts actually expended, year to date expended amounts, and the date put in service.

Dated this 2<sup>nd</sup> day of May, 2016.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

# **CITY OF WILLMAR** **PURCHASING POLICY**

(Revised 4/25/16)

## **GENERAL PHILOSOPHY**

The City of Willmar is committed to be responsible, prudent, and wise in spending the taxpayer's funds.

The purchasing policy was developed by the City to be followed and enforced. It is difficult to identify every possible scenario in this document that might be considered prudent or imprudent. In addition, the city is cognizant of the value not only of the following spending policies, but also the public perception of prudence. The City employees should make every attempt to adhere to the policies and exercise good business judgment in spending. It is recognized that even the best policies will need to be revised periodically and modified as needed.

## **PURCHASING**

### **POLICY:**

The City's policy is to purchase goods and services at the most cost effective and competitive rates, yielding the desired service, turnaround and value for the dollar. This practice must ensure the best utilization of funds, vendor selection, and adherence to ethical business practices including integrity, honesty, and avoidance of conflict of interest.

### **SCOPE:**

This policy applies to purchase of goods or services that includes: competitive bidding, vendor selection, signature authority, purchase orders, and coding.

## **COMPETITIVE BIDDING**

The City follows the rules pursuant to Minnesota State Statute 471.345.

1. If the amount of the contract is estimated to exceed \$100,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.
2. Purchases between \$25,000 and \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.

3. Purchases under \$25,000 may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.
4. Other provisions of the statute as listed in the statute.

**Note: The current statute should always be referenced or referred to for the most recent revisions to the law.**

It is not the policy of the City to accept the lowest bidding vendor. The acceptance of the bid may be based on a number of factors, including: Cost, demonstrated working experience in the specific area, past experience with the City, overall quality of work, and in emergency situations.

Exception to this policy may be made in order to maintain continuity of services, their in-depth knowledge of the City's operations or systems, the uniqueness of the services offered, and in emergency situations. Examples include, but not limited to: Auditing Services, Financial Services, Engineering Services, Legal Services, Maintenance Contracts, Building Maintenance, Architectural Services, and other similar services. Exception can also be made if the project requires unique skills or if bids cannot be obtained due to lack of interest from the vendors. It is the responsibility of the department head to document the rationale for the vendor selection, particularly when the lowest bid is not accepted and/or if a bid was only received or obtained from one vendor.

**Spending Not Requiring Council Action**

**AUTHORIZATION LIMITS**

Individual	\$ Limit - Budgeted	\$ Limit - Unbudgeted
City Administrator	up to \$ 25,000	up to \$ 25,000
Department Directors	up to \$ 5,000	up to \$ 5,000

Note: All payments for capital purchases in excess of \$25,000 must be preapproved by the City Council, ~~unless the project, in aggregate, was previously approved by the City Council.~~ Monthly reports for all approved ~~unbudgeted~~ capital expenditures shall be provided to the City Council by the City Administrator. The department director, along with the concurrence of the Finance Director, may delegate signature authority to another individual in their department for a set dollar amount, which should be significantly lower than their own signing authority. This authority must be in writing and be kept in the Finance Department.

***Items not requiring Council authorization prior to payment, but is part of the approved budget and over the authorization limits as described above:***

- Payroll and payroll related payments
  - Employee Expense reimbursements
  - Insurance Premiums
  - Routine Operations (utilities, supplies, cleaning services, etc.)
  - ~~Items that were previously approved by the Council.~~
  - Emergency payments or other payments to avoid late fees or interest charges.
1. Finance will process payments on a bi-weekly basis. Payments that do not require Council authorization will be issued the same time as Council authorized ones.
  2. Payments that require Council action will be issued after the approval.
  3. A complete list of all paid and unpaid claims will be presented at the regular Council meeting under the consent agenda items.

## **PURCHASE ORDERS & CODING INVOICES**

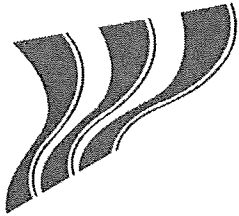
It is a prudent business practice to issue purchase orders prior to the purchase of goods and services. As a practical matter, no purchase orders are required for purchases under \$5,000. Purchase orders can only be signed by the authorized individuals as outlined above with their respective signing authority. The City Administrator or their designee may co-sign a purchaser order if the order exceeds the director's authorization level.

Purchase orders are issued by the individual departments and retained by them until the goods and services are received. Upon the receipt of the invoice, the department head will approve the invoice for payment and forward the invoice, along with the purchase order to the Finance Department for processing.

All invoices are required to be coded and signed by the department head, or authorized delegate, before forwarding them to the Finance Department for processing.

## **NEW VENDORS**

Selecting new vendors is at the discretion of the department head. When selecting a new vendor the department head or authorized delegate is required to also obtain an IRS Form W-9 from the vendor. The City requires the IRS Form W-9 before payment can be processed for the vendor.



**WILLMAR**

**City Administrator**

**City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917**

**COUNCIL ACTION REQUEST**

**DATE:** April 25, 2016

**SUBJECT:** Reimbursement of Personal Expenditures

**RECOMMENDATION:** It is respectfully requested the Finance Committee consider the following recommendation:

Motion to set the meal rates for individuals proportionate with IRS-approved reimbursement rates.

**BACKGROUND:**

It has been some time since the City has adjusted its compensation for reimbursement of meals in its Travel Policy. The current rates of \$7.00 for breakfast, \$9.00 for lunch and \$14.00 for dinner have been in place since April of 1999. I am proposing increasing these amounts to \$10.00 for breakfast, \$12.00 for lunch and \$18.00 for dinner which is seemingly be appropriate and in line with the IRS-approved reimbursement rates.

**FINANCIAL CONSIDERATION:**

Additional costs to the City are fairly minimal as the increases are not that large.

**LEGAL:** NA.

**Department/Responsible Party:** Larry Kruse, City Administrator



**RESOLUTION No. \_\_\_\_**

**WHEREAS**, the City of Willmar has a Travel Policy establishing compensation rates for reimbursement of meals; and

**WHEREAS**, the current meal reimbursement rates have been in existence since April, 1999;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Willmar, Minnesota, that the compensation rates for reimbursement of meals in the Travel Policy be established to follow the same rates in effect for the State of Minnesota employees which would revise the City of Willmar rates effective May 3, 2016, as follows:

	<u>From</u>	<u>To</u>
Breakfast	\$ 7.00	\$ 9.00
Lunch	\$ 9.00	\$11.00
Dinner	\$14.00	\$16.00

**BE IT FURTHER RESOLVED** that the above rates will follow established State of Minnesota meal reimbursement rates as they may change in the future.

Dated this 2<sup>nd</sup> Day of May, 2016.

---

MAYOR

ATTEST:

---

CITY CLERK



WILLMAR

**Public Works Director**

**City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917**

**COUNCIL ACTION REQUEST**

**DATE:** April 25, 2016

**SUBJECT:** Request to Purchase Nuhn Honey Wagon

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

To approve the purchase of a Nuhn 6000 Honey Wagon Slurry Tank for the Bio-Solids Wastewater Treatment Facility from Dairyland Supply Inc. in the amount of \$59,335.00.

**BACKGROUND:** Wastewater staff solicited quotes for the purchase of a honey wagon in accordance with the 2016 Capital Improvement Program. Quotes were received from Boss Supply of Janesville, Inc. in the amount of \$78,500.00 and Dairyland Supply, Inc. in the amount of \$75,335.00. The honey wagon is used in the field to inject bio-solids as required by our land application program. The current unit was purchased in 2001 was deferred from the ten year replacement schedule to 2016. It is a key component to the bio-solids program and as it has aged, the tank is starting to corrode from the inside out as well as needing wheel spindles, bearings, wheel hubs and the pump rebuilt.

**FINANCIAL CONSIDERATION:** The 2016 Capital Improvement Program includes \$90,000 for the purchase, with the current unit to be traded in and the purchase price reflects the \$16,000 allowance.

**LEGAL:** N/A

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed By:** Larry Kruse, City Administrator

**RESOLUTION NO. \_\_\_\_\_**

BE IT RESOLVED by the City Council of the City of Willmar to authorize the purchase of one Nuhn 6000 Honey Wagon Slurry Tank from Dairyland Supply, Inc., in the amount of \$75,335 less \$16,000 trade-in of the current unit for a net cost of \$59,335 and that funds to be utilized for this purchase are per the 2016 Capital Improvement Program.

Dated this 2<sup>nd</sup> Day of May, 2016.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK



WILLMAR

**Public Works Director**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** April 25, 2016

**SUBJECT:** Fairgrounds Lift Station Preliminary Budget

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendations:

Adopt the resolution establishing the preliminary budget for the Fairgrounds Lift Station Project.

**BACKGROUND:** The Fairgrounds Lift Station is identified in the 2016 improvement projects for replacement. The lift station is located at 908 Park Avenue, on the south side of the Fairgrounds and is a custom dry pit station constructed in 1931. Bolton and Menk, Inc. was awarded the design engineering and construction related services contract for the project on March 21st.

**FINANCIAL CONSIDERATION:** Staff has prepared the preliminary construction budget for the Fairgrounds Lift Station and it is estimated at \$640,000. The funding for the project will be from a PFA loan.

**LEGAL:** N/A

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed By:** Larry Kruse, City Administrator

RESOLUTION NO. \_\_\_\_  
FAIRGROUNDS LIFT STATION

**ESTIMATED TOTAL COST \$640,000.00**

\*Budget Amounts are Essential

Dated:

Code

**PERSONNEL SERVICES**

10* Salaries Reg. Employees	_____
11* Overtime Reg. Employees	_____
12* Salaries Temp. Employees	_____
13* Employer Pension Contr.	_____
14* Employer Ins. Contr.	_____
<b>TOTAL</b>	<b>\$0.00</b>

**SUPPLIES**

20* Office Supplies	_____
21* Small Tools	_____
22* Motor Fuels & Lubricants	_____
23* Postage	_____
24 Mtce. of Equipment	_____
25 Mtce. of Structures	_____
26 Mtce. of Other Improvements	_____
27 Subsistence of Persons	_____
28 Cleaning & Waste Removal	_____
29* General Supplies	_____
<b>TOTAL</b>	<b>\$0.00</b>

**OTHER SERVICES**

30 Communications	_____
31* Printing & Publishing	_____
32 Utilities	_____
33* Travel-Conf.-Schools	_____
34 Mtce. of Equipment	_____
35 Mtce. of Structures	_____
36* Mtce. of Other Impr.	\$500,000.00
37 Subsistence of Persons	_____
38 Cleaning & Waste Removal	_____
39* Other Services	\$50,000.00
<b>TOTAL</b>	<b>\$550,000.00</b>

**OTHER CHARGES**

40 Rents	_____
41* Insurance & Bonds	_____
42 Awards & Indemnities	_____
43 Subscription/Memberships	_____
44 Interest	_____
45 Licenses & Taxes	_____
46 Publ. Serv.	\$90,000.00
47* Advertising	_____
48* Adm. OH (Transfer)	_____
49 Other Charges	_____
<b>TOTAL</b>	<b>\$90,000.00</b>

**GRAND TOTAL**

**\$640,000.00**

**RECEIVABLES**

Assessments Prop Owners	_____
Community Investment	_____
General	_____
State Aid	_____
WTP- Rates	\$640,000.00
MUC	_____
Kandiyohi County	_____
<b>TOTAL</b>	<b>\$640,000.00</b>

**FINANCING**

General	_____
PFA Loan	\$640,000.00
State Aid	_____
WTP	_____
MUC	_____
Kandiyohi County	_____
<b>TOTAL</b>	<b>\$640,000.00</b>

**GRAND TOTAL**

**\$640,000.00**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor

**Attest:**

\_\_\_\_\_  
City Clerk/Treasurer

**2016- Engineering Services**  
**2017- Construction and Contingency**



WILLMAR

**Public Works Director**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** April 25, 2016

**SUBJECT:** Resolutions of Intent to Reimburse and Budget – 2016 Street Improvement Projects

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendations:

Adopt the resolution of Intent to Reimburse for costs on the 2016 Street Improvement Projects.

Adopt the resolution setting the 2016 Street Improvement Projects budget at \$2,869,200.00.

**BACKGROUND:** Prior to incurring costs on the 2016 project it is necessary the Council adopt a Resolution of Intent to Reimburse. This will ensure the City will be reimbursed for project costs after the date of the resolution.

**FINANCIAL CONSIDERATION:** The resolution insures project costs are covered by the bond issue.

**LEGAL:** The resolution establishes procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code.

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed By:** Larry Kruse, City Administrator

RESOLUTION NO. \_\_\_\_\_

RESOLUTION ESTABLISHING PROCEDURES  
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND  
REGULATIONS UNDER THE INTERNAL REVENUE CODE

BE IT RESOLVED, by the City Council (the "Council") of the City of Willmar, Minnesota (the "City"), as follows:

1. Recitals.

A. The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

B. The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

C. The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

D. The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Clerk to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

A. Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A, which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

B. Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

C. Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby

authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

D. The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted this 18th day of April, 2016, by the Willmar City Council

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



## EXHIBIT A

### DECLARATION OF OFFICIAL INTENT

The undersigned, being the duly appointed and acting City Clerk of the City of Willmar, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Willmar City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed: 2016 Pavement Management Improvement Bonds.

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the City after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$1,260,000.00 is the maximum principal amount of the Bonds, which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the Date thereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Dated: April 18, 2016

Kevin Halliday  
City Clerk  
City of Willmar, Minnesota

### CERTIFICATION

The undersigned, being the duly qualified and acting City Clerk of the City of Willmar, Minnesota, hereby certifies the following:

The foregoing is true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular meeting of the Council held on April 18, 2016. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Council Member \_\_\_\_\_ moved the adoption of the Resolution, which motion was seconded by Council Member \_\_\_\_\_. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect, and no action has been taken by the Council, which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Clerk of the City of Willmar, Minnesota, this 18th day of April, 2016.

\_\_\_\_\_  
City Clerk  
City of Willmar, Minnesota

RESOLUTION NO. \_\_\_\_  
2016 STREET IMPROVEMENTS BUDGET

**TOTAL COST \$2,869,200.00**

\*Budget Amounts are Essential

Dated:

Code

**PERSONNEL SERVICES**

10* Salaries Reg. Employees	_____
11* Overtime Reg. Employees	_____
12* Salaries Temp. Employees	_____
13* Employer Pension Contr.	_____
14* Employer Ins. Contr.	_____
<b>TOTAL</b>	<b>\$0.00</b>

**SUPPLIES**

20* Office Supplies	_____
21* Small Tools	_____
22* Motor Fuels & Lubricants	_____
23* Postage	_____
24 Mtce. of Equipment	_____
25 Mtce. of Structures	_____
26 Mtce. of Other Improvements	_____
27 Subsistence of Persons	_____
28 Cleaning & Waste Removal	_____
29* General Supplies	_____
<b>TOTAL</b>	<b>\$0.00</b>

**OTHER SERVICES**

30 Communications	_____
31* Printing & Publishing	_____
32 Utilities	_____
33* Travel-Conf.-Schools	_____
34 Mtce. of Equipment	_____
35 Mtce. of Structures	_____
36* Mtce. of Other Impr.	\$2,280,430.00
37 Subsistence of Persons	_____
38 Cleaning & Waste Removal	_____
39* Other Services	\$228,043.00
<b>TOTAL</b>	<b>\$2,508,473.00</b>

**OTHER CHARGES**

40 Rents	_____
41* Insurance & Bonds	_____
42 Awards & Indemnities	_____
43 Subscription/Memberships	_____
44 Interest	_____
45 Licenses & Taxes	_____
46 Prof. Serv.	\$342,065.00
47* Advertising	_____
48* Adm. OH (Transfer)	_____
49 Other Charges	\$18,662.00
<b>TOTAL</b>	<b>\$360,727.00</b>

**GRAND TOTAL** **\$2,869,200.00**

**RECEIVABLES**

Assessments Prop Owners	\$906,938.00
Community Investment	\$693,062.00
General	\$397,000.00
State Aid	\$679,300.00
WTP	\$40,000.00
MUC	\$52,900.00
Kandiyohi County	\$100,000.00
<b>TOTAL</b>	<b>\$2,869,200.00</b>

**FINANCING**

General	\$397,000.00
Bonds	\$1,600,000.00
State Aid	\$679,300.00
WTP	\$40,000.00
MUC	\$52,900.00
Kandiyohi County	\$100,000.00
<b>TOTAL</b>	<b>\$2,869,200.00</b>

**GRAND TOTAL** **\$2,869,200.00**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor

**Attest:**

\_\_\_\_\_  
City Clerk/Treasurer



WILLMAR

**City Finance Department**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4984  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** April 25, 2016

**SUBJECT:** Reports

**RECOMMENDATION:** It is respectfully requested the City Council consider receive the following reports for information:

- Quarter End 03/31/16 Investment Activity
- Quarter End 03/31/16 Interest Activity
- Quarter End 03/31/16 Cash/Investment Portfolio
- Quarter End 03/31/16 Ten-Year Historical Interest Received Per Quarter
- Quarter End 03/31/16 Ten-Year Historical Investment Balances Per Quarter
- 03/31/16 Rice Trust Fund

**BACKGROUND:** Periodically the Council receives various reports providing information for their review.

**FINANCIAL CONSIDERATION:** None

**LEGAL:** None

**Department/Responsible Party:** Steve Okins, Finance Director

## COMMUNITY DEVELOPMENT COMMITTEE MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, April 28, 2016, in Council Chambers at the Willmar Municipal Utilities building.

Present:	Rick Fagerlie	.....	Chair
	Andrew Plowman	.....	Member
	Audrey Nelsen	.....	Member
	Dennis Anderson	.....	Member

Others present: Bruce Peterson - Director of Planning and Development Services, Larry Kruse – City Administrator, Denis Anderson – Council Member, Randy Kardell – Building Official, Frank and Lorna Yanish, Ron Davis, Loren Schultz, and Shelby Lindrud – “West Central Tribune”

### Item No. 1      Call to Order

The meeting was called to order by Chair Fagerlie at 4:45 p.m.

### Item No. 2      Public Comments (For Information Only)

Ron Davis addressed the Committee regarding the Sex Offender Housing Ordinance. He requested that the Council move forward and adopt an Ordinance. He suggested that to determine the appropriate distance for “safe zones” the Council either make the decision or ask the stakeholders for input. He also suggested that the Ordinance include a standard limiting how close together sex offenders are permitted to reside.

### Item No. 3      Back Flow/Cross Connection Program (Motion)

Staff outlined the mandated Backflow/Cross Connection Program. Primary responsibility to administer the program lies with the Willmar Municipal Utilities as the purveyor of water. The program requires all backflow valves and cross connections be inspected and maintained on an annual basis and will apply to all properties. The Council asked several questions regarding City Staff involvement in the process, length of time to bring the program up to speed, and asked for examples of where cross connections have posed problems in other cities. Building Official Randy Kardell was able to cite several examples where products such as embalming fluid and pesticides have been introduced into the potable water supply due to faulty backflow prevention devices.

Following discussion, a motion was made by Council Member Johnson, seconded by Council Member Nelson, and passed to recommend to the Council that the City initiate the mandated Municipal Backflow/Cross Connection Program and direct Willmar Municipal Utilities to implement the program as the purveyor of water.

#### Item No. 4      Local Option Sales Tax (Motion)

The Committee renewed discussion of the possibility of reestablishing the local option sales tax. Public comments were solicited. Loren Schultz spoke to the Committee and said he favored a sale tax increase rather than a property tax increase. He would like to see the money used for drainage and infrastructure projects.

City Administrator Kruse led the Committee through a PowerPoint presentation which covered the City's past use of sale tax and the statutory requirements for the local options sales tax process. It is estimated that a local .5% tax would generate approximately \$2.2 million annually. Projects eligible for a local option sales tax must be of regional significance.

A list of potential projects was reviewed and discussed. High priority projects as identified by staff were Civic Center refrigeration system improvements, Swansson Field lighting, and a new Community Center. A calendar for pursuing a local option sales tax was presented and discussed. Additional Council priorities in the past had been expressed as the field house, transportation projects, and Becker Avenue plan implementation. It was noted that the idea of a local option sales tax was advanced by the Council at the past retreat. Since then, staff has met with a number of community stakeholders and quantified projects and impacts. A list of project cost estimates was presented and reviewed. The total costs of all projects recommended by staff were approximately \$19.5 million dollars. The Committee discussed the public process and how to best identify projects with a broad range of benefits.

Council Member Plowman offered that his priorities for sales tax projects would be street improvements, municipal building improvements, new community center, and recreation facilities/opportunities. Council Member Nelson said the City should pursue a local option sales tax, but do it for the right reasons. She was not sure how streets and buildings can be shown to serve a regional purpose. Administrator Kruse said that some latitude exists for the Council in determining project eligibility. Council Member Johnson said his three priorities would be Swansson Field lighting, Civic Center refrigeration, and street improvements. Council Member Fagerlie said his priorities were a community center/field house complex, Civic Center refrigeration, and street improvements. Council Member Nelson said she needed more community input on specific projects, but suggested the local option sales tax should be enacted.

A motion was made by Council Member Nelson, seconded by Council Member Plowman and passed to recommend to the Council that the City pursue a Local Option Sales Tax, with eligible projects to be determined.

A motion was made by Council Member Nelson, seconded by Council Member Plowman and passed to recommend to the Council that staff be directed to find ways to include the community in the project selection process.

#### Item No. 5      Building Safety Month (Motion)

Staff informed the Committee that May was Building Safety Month. To recognize Building Safety Month, staff is doing some public service announcements to explain the value of building codes and the inspections process. Additionally, it was requested that a proclamation be read by the Mayor to proclaim May as Building Safety Month, and to recognize the work done by local code enforcement personnel to maintain public health and safety.

A motion was made by Council Member Nelson, seconded by Council Member Johnson and passed to recommend to the Council that the Mayor issue the proclamation as submitted.

Item No. 6      Sex Offender Housing Ordinance (Motion)

Council Member Johnson reopened discussion of the Sex Offender Housing Ordinance. He presented a revised ordinance that would further regulate residency for sex offenders. Under the amendment, sex offenders would be prohibited from living within 500 feet of each other. The 500 foot standard is similar to the separation distance required from specific facilities that attract and deal with youth. There was a suggestion that the separation distance from youth facilities and distance between sex offenders to be set at 1,000 feet, as opposed to 500 feet as stated in the previous draft.

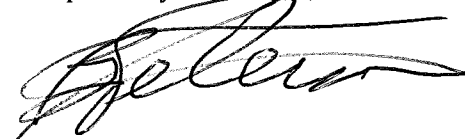
A motion was made by Council Member Johnson, seconded by Council Member Nelson and passed to recommend to the Council that the revised sex offender housing ordinance be considered for a public hearing with a new designated separation distance of 1,000 feet and with the inclusion of language to restrict the density of sex offenders to reflect the facility separation distance of 1000 feet.

Item No. 7      Project Updates (For Information Only)

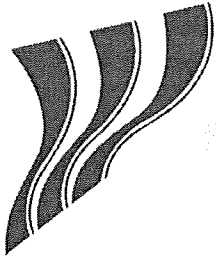
Staff provided updates on a number of projects; among them being residential, commercial, and industrial projects, as well as a brief update on the railroad wye project.

There being no further business to come before the Committee, the meeting was adjourned at 6:20 p.m. by Chair Fagerlie.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'B. Peterson', with a stylized flourish at the end.

Bruce D. Peterson, AICP  
Director of Planning and Development Services



**CITY OF WILLMAR**

**Planning and Development Services  
City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
320-235-8311**

## **COUNCIL ACTION REQUEST**

**DATE:** April 28, 2016

**SUBJECT:** Back Flow/Cross Connection Program

**RECOMMENDATION:** To initiate the State and Federally mandated Municipal Backflow/Cross Connection Program, and direct Willmar Municipal Utilities to implement the program as the purveyor of water.

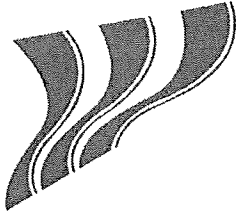
**BACKGROUND:** Potable water safety is an ongoing concern. Issues have arisen in many communities regarding cross connections and back flow issues contaminating the public potable water system. To guard against that happening, a program had been mandated that purveyors of water implement a backflow/cross connection program. Under this program, a database must be established of all instances where it is possible for back flow to occur. These are typically situations where there are back flow valves installed, or check values, as the case may be. City of Willmar staff has discussed this matter with Willmar Municipal Utilities Staff and the Utilities Staff understands their responsibility under the law. City staff has agreed to assist in establishing the initial database to be used by Willmar Municipal Utilities to set up the inspection program.

**FINANCIAL CONSIDERATION:** The cost to implement this program will be primarily staff time. There will be demands on Willmar Municipal Utilities Staff to conduct the ongoing program. Initial staff time will be required by City Staff and WMU Staff to create the database and structure for the inspection program.

**LEGAL:** This program is a mandate by the Federal Government and by the Minnesota Department of Health and Minnesota Plumbing Code. Many Communities have put off doing this for some time due to the increased potential for contamination of the public water system it is important to implement the program from a liability standpoint.

**DEPARTMENT/RESPONSIBLE PARTY:** Bruce D. Peterson, AICP – Director of Planning and Development Services





**WILLMAR**

**City Administrator**

**City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917**

**COUNCIL ACTION REQUEST**

**DATE:** April 15, 2016

**SUBJECT:** Willmar Local Option Sales Tax (LOST)

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Motion to support pursuing a Willmar Local Option Sales Tax for projects of regional significance and direct staff to compile additional information necessary for the Council to evaluate, prioritize and select projects of regional significance with the goal to develop a general election ballot question for the November 8<sup>th</sup> election and to schedule another workshop in May for the Council to evaluate and select projects.

**BACKGROUND:**

On, Monday, April 11, 2015 the City Council and staff met in Council Chambers to discuss placing a local option sales tax on the November General Election Ballot. In 1999 there was an approximately \$4 million sales tax for the Kandiyohi County Regional Library and in 2004 an \$8 million sales tax for expansion of the airport/industrial park, hiking and biking trails and the construction improvements of the Blue Line and Civic Center Connection. This tax was removed in 2012. The statute that regulates the sale tax states it is subject to the voters at a general election and that a Council resolution must state the City Council's approval, proposed tax rate, uses, total revenue to be raised and length of time to be in effect. Lastly proceeds of the tax must be designated for specific improvements at least 90 days before the referendum.

Projects of regional significance were presented:

1. Community Center/Backup Emergency Operations Center, Mid-Minnesota Office Space, WRAC 8 Studio
2. Swansson Field/Lighting Improvements
3. Civic Center Refrigeration Improvements
4. Robbin's Island Regional Park Improvements
5. Year-round Ice Arena/Facility
6. Multi-family Workforce Housing Incentive
7. Regional Emergency Training Center
8. Curling Club Facility
9. Block 50 Parking Structure
10. Wye South-end Overpass

The Council added the following for consideration:

1. Field House
2. Transportation Plan
3. Becker Avenue Plan

Staff stated the list of projects of regional significance is likely in excess of \$50,000,000. Staff identified three projects of regional significance which are likely to be done with or without the sales tax to fund the projects. This means the choice really is between using a regional sales tax or the local property tax. Projects identified were:

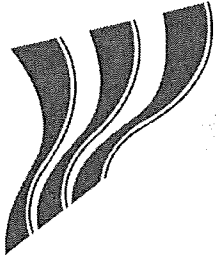
1. Civic Center improvements including new refrigeration equipment for both arenas
2. Swansson Ball Field improvements including new lighting
3. Community Center Facility

**FINANCIAL CONSIDERATION:**

The City could expect to generate approximately \$2,200,000 per year or approximately \$23,000,000 over a 10-year period based on a 1.5% inflation factor.

**LEGAL:** Minnesota State Statute 297A.99 Local Sales Taxes

**Department/Responsible Party:** Larry Kruse, City Administrator



**CITY OF WILLMAR**

**Planning and Development Services  
City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
320-235-8311**

## **COUNCIL ACTION REQUEST**

**DATE:** April 28, 2016

**SUBJECT:** Building Safety Month

**RECOMMENDATION:** That the Mayor issue the Proclamation for May, 2016 as Building Safety Month.

**BACKGROUND:** The month of May has been designated as Building Safety Month. Building Safety Month is recognized by the International Code Council as a month of public awareness of construction issues related to safety and building codes. Communities have been asked to formally proclaim the month of May as building safety month in recognition of the efforts by code officials to create a safe and healthy building construction environment.

**FINANCIAL CONSIDERATION:** N/A

**LEGAL:** N/A

**DEPARTMENT/RESPONSIBLE PARTY:** Bruce D. Peterson, AICP – Director of Planning and Development Services

**PROCLAMATION**  
**BUILDING SAFETY MONTH – MAY, 2016**

Whereas, our City's continuing efforts to address the critical issues of safety, energy efficiency, water conservation, and resilience in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound, and;

Whereas, our confidence is achieved through the devotion of vigilant guardians – building safety and fire prevention officials, architects, engineers, builders, tradespeople, laborers and others in the construction industry – who work year-round to ensure the safe construction of buildings, and;

Whereas, these guardians – dedicated members of the International Code Council – use a governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play, and;

Whereas, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

Whereas, Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities' largely unknown guardians of public safety – our local code official – who assure us of safe, efficient, and livable buildings, and;

Whereas, "Building Codes: Driving Growth through Innovation, Resilience and Safety" the theme for Building Safety Month 2016, encourages all Americans to raise awareness of the importance of building safe and resilient construction; fire prevention; disaster mitigation, water safety and conservation; energy efficiency and new technologies in the construction industry. Building Safety Month 2016 encourage appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and,

Whereas, each year, in observance of Building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, Mayor – Marv Calvin of the City of Willmar do hereby proclaim the month of May 2016 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

---

Mayor, Marv Calvin

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ADDING A NEW ARTICLE V IMPOSING RESIDENCY RESTRICTIONS  
ON SEXUAL OFFENDERS AND SEXUAL PREDATORS TO MUNICIPAL CODE  
CHAPTER 10, OFFENSES AND MISCELLANEOUS PROVISIONS

The City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF MUNICIPAL CODE, CHAPTER 10, OFFENSES AND MISCELLANEOUS PROVISIONS. Chapter 10 of the Willmar Municipal Code is hereby amended by adding a new Article V, Sexual Offenders and Sexual Predators, imposing residency restrictions on sexual offenders and sexual predators as follows:

**ARTICLE V. - SEXUAL OFFENDERS AND SEXUAL PREDATORS**

**Sec. 10-76. – Findings and Intent.**

**Sec. 10-77. – Definitions.**

**Sec. 10-78. – Residence Prohibition; Penalties; Exceptions.**

**Sec. 10-79. – Renting Real Property; Penalties.**

**Sec. 10-80. – Severability.**

**Sec. 10-76. – Findings and Intent.**

- (a) Repeat sexual offenders, sexual offenders who use physical violence, and sexual offenders who prey on children are sexual predators who present an extreme threat to the public safety. Sexual offenders are likely to use physical violence and to repeat their offenses, and most sexual offenders commit many offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of their crimes. The costs of this sexual offender victimization to society at large are severe.
- (b) Offenders who have committed certain statutorily designated sexual offenses and other identified offenses are required by Minnesota statutes to register their addresses, secondary addresses, work locations and vehicles with the Minnesota Department of Corrections.
- (c) Offenders who have committed the designated sexual and predatory offenses and are confined in Minnesota correctional facilities or treatment facilities are subject to review by an End of Confinement Review Committee (ECRC) established by the Minnesota Commissioner of Corrections, which assesses, reviews and assigns a risk level to the offender before the offender is released from confinement, all pursuant to Minnesota Statutes, Section 244.052. The offender is entitled to notice of the ECRC meeting and has the right to be present and be heard at the meeting.

- (d) The ECRC assigns offenders a risk level from I to III, with those assigned a risk level III having been assessed to have the highest risk of reoffending and thus posing the greatest risk to other residents of the city.
- (e) Research indicates the measurement of individual characteristics are the best predictors of likelihood of reoffending and the end of confinement review process follows the procedures for such individualized review identified in Minnesota Statutes, Section 244.052, resulting in the assigned risk level.
- (f) It is the intent of this Article to serve the city's compelling interest to promote, protect and improve the health, safety and welfare of the citizens of the city by creating areas around locations where children regularly congregate in concentrated numbers wherein those sexual offenders and sexual predators assessed to have the greatest likelihood of reoffending are prohibited from residing.
- (g) It is the further intent of this Article to serve the city's compelling interest in mitigating the concentration of certain predatory offenders, as recommended by Minnesota Statutes, Section 244.052, subdivision 4a, by prohibiting certain predatory offenders from establishing temporary or permanent residences within close proximity to one another.

#### **Sec. 10-77. – Definitions.**

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) *Designated Offender.* The term “designated offender” means any person who has committed a designated sexual offense, regardless of whether adjudication has been withheld, in which the victim of the offense was less than 16 years of age, or who has been categorized as a level III sex offender under Minnesota statutes section 244.052 or successor statute.
- (b) *Designated sexual offense.* The term “designated sexual offense” means a conviction, adjudication of delinquency, commitment under Minnesota Statutes, Chapter 253B, or admission of guilt under oath without adjudication involving any of the offenses identified under Minnesota Statutes, Section 243.166, Subdivision 1b, requiring the offender to register with the Department of Corrections, including offenses under a similar law of another state, as identified under Minnesota Statutes, Section 243.166, Subdivision 1b.
- (c) *Permanent residence.* The term “permanent residence” means a place where the person abides, lodges, or resides for 14 or more consecutive days.

- (d) *Temporary residence.* The term “temporary residence” means a place where the person abides, lodges, or resides for a period of 14 or more days in the aggregate during any calendar year and which is not the person’s permanent address, or a place where the person routinely abides, lodges, or resides for a period of four or more consecutive or nonconsecutive days in any month and which is not the person’s permanent residence.
- (e) *School.* The word “school” means any public or nonpublic elementary or secondary school, and shall include any structure, land, or facility owned, leased or used for operation of the school or school activities.
- (f) *Licensed day care center.* The term “licensed day care center” means any facility, center, home or institution where children are cared for pursuant to a license issued by the Kandiyohi County Health and Human Services Department.
- (g) *Park.* The word “park” means an outdoor area owned by a local government and maintained for public recreational use and/or preservation of natural space.
- (h) *Public playground.* The term “public playground” means an improved outdoor area owned by a local government and designed, equipped, and set aside for children’s play, and includes in that area such facilities as play equipment, surfacing, fencing, sign, internal pathways, internal land forms, vegetation and related structures.
- (i) *Place of worship.* The term “place of worship” means a place where persons regularly assemble for religious worship and which provides regular educational programs for children.

**Sec. 10-78. – Residence Prohibition; Penalties; Exceptions.**

- (a) *Prohibited Location Of Residence.* It is unlawful for any designated offender to establish a permanent residence or temporary residence within 500 feet of any school, licensed daycare center, park, public playground, ~~or~~ place of worship, or the permanent or temporary residence of any other designated offender lawfully established under this Article.
- (b) *Prohibited Activity.* It is unlawful for any designated offender to participate in a holiday event involving children under 18 years of age, such as distributing candy or other items to children on Halloween, wearing a Santa Claus costume on or preceding Christmas, or wearing an Easter bunny costume on or preceding Easter. Holiday events in which the offender is the parent or guardian of the children involved, and no nonfamilial children are present, are exempt from this subsection.

(c) *Measurement of Distance.*

- (1) For purposes of determining the minimum distance separation, the requirement shall be measured by following a straight line from the outer property line of the permanent residence or temporary residence to the nearest outer property line of a school, daycare center, park, public playground, place of worship, or other place where children regularly congregate.
- (2) The city clerk shall maintain an official map showing prohibited locations as defined by this Article. The clerk shall update the map at least annually to reflect any changes in the location of prohibited zones.

(d) *Penalties.* Any person violating any provision of this Article shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished as provided in Section 1-15 of this code. Each day a person maintains a residence in violation of this Article constitutes a separate violation.

(e) *Exceptions.* A designated offender residing within a prohibited area as described in subsection (a) of this section does not commit a violation of this section if any of the following applies:

- (1) The person established the permanent residence or temporary residence and reported and registered the residence pursuant to Minnesota Statutes, Sections 243.166, 243.167, or successor statute, prior to July 1, 2016.
- (2) The person was a minor when he/she committed the offense and was not convicted as an adult.
- (3) The person is a minor.
- (4) The school or daycare center within 500 feet of the person's permanent residence was opened after the person established the permanent residence or temporary residence and reported and registered the residence pursuant to Minnesota Statutes, Sections 243.166 or 243.167.
- (5) The residence is also the primary residence of the person's parents, grandparents, siblings, spouse, or children.

(f) Nothing in this section shall require any person or designated offender to sell or otherwise dispose of any real property acquired or owned prior to the conviction restricting residency under this Article.



**Sec. 10-79. – Renting Real Property; Penalties.**

- (a) It is unlawful to let or rent any place, structure, or part thereof, trailer or other conveyance, with the knowledge that it will be used as a permanent residence or temporary residence by any person prohibited from establishing such permanent residence or temporary residence pursuant to this Article, if such place, structure, or part thereof, trailer or other conveyance, is located within a prohibited location zone described in Section 10-78(a).
- (b) A property owner's failure to comply with provisions of this section shall constitute a violation of this section.
- (c) If a property owner discovers or is informed that a tenant is a designated offender after signing a lease or otherwise agreeing to let the offender reside on the property, the owner or property manager may evict the offender.

**Sec. 10-80. – Severability.**

Should any section, subdivision, clause or other provision of this Article be held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of this Article as a whole, or of any part thereof, other than the part held to be invalid.

Secs. 10-81. – 10.85.—Reserved.

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after July 1, 2016.

Passed by the City Council of the City of Willmar this \_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
Kevin Halliday, City Clerk

\_\_\_\_\_  
Marvin Calvin, Mayor

VOTE: \_\_\_\_\_ AHMANN \_\_\_\_\_ ANDERSON \_\_\_\_\_ CHRISTIANSON  
\_\_\_\_\_ FAGERLIE \_\_\_\_\_ JOHNSON \_\_\_\_\_ MUESKE \_\_\_\_\_ NELSEN \_\_\_\_\_ PLOWMAN

This Ordinance introduced by Council Member: \_\_\_\_\_

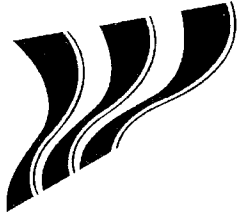
This Ordinance introduced on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_



WILLMAR

City Administrator

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

### COUNCIL ACTION REQUEST

**DATE:** April 27, 2016

**SUBJECT:** An Ordinance Abolishing the City Assessor's Office within the City Clerk's Department

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Pursuant to the City Charter, call for a hearing on Monday, May 16, 2016 to consider abolishing the Assessing Department within the City of Willmar.

**BACKGROUND:** On December 4, 2014, the City's Senior Accredited Minnesota Assessor (SAMA) retired. Since that time the City has advertised and has not been able to attract a candidate for the position primarily due to the lack of a competitive salary. In the absence of the SAMA, the City has contracted with Steve Behrenbrinker a Senior Accredited Minnesota Assessor (SAMA) who is the designated assessor to manage the commercial and industrial portions of the department. As of April 25<sup>th</sup>, the department now consists of Brenda Vander Pole, Assessor, I who has been with the City approximately one year and Judy Thompson, Assessor II, a long-time employee with 28 years of service. On April 21<sup>st</sup>, Emily Lien, Assessor I resigned to take another job.

The City since 2010 has tried at least twice to abolish the department and for many reasons that was never accomplished. Having this ongoing effort to abolish the department does not help with employee morale and attract a Senior Accredited Assessor or other needed staff assessors.

It is suggested by many assessing professionals that a County-wide assessment by one entity can result in more uniform and consistent market values versus many jurisdictions doing their own separate assessment.

The City has served notice to the AFSCME Union pursuant to Article 5 in the contract inviting them to discuss the impact on laid off employees. It is proposed that the City will give notice to lay off the City's two assessors and as per the contract they will have an opportunity to bump other positions within the City and remain employed. The City has facilitated conversations with the County to hire the City employees and integrate them into the County's Assessment Department. Both Assessors' participated in a recent visit to explore this opportunity. I am working with AFSCME Representative Mary Scoon to work with those involved to keep them informed and make the situation as good as possible. Qualified Assessors are in demand these days and in all likelihood they will have an opportunity with the County. Ultimately that will depend on both parties reaching agreement. A meeting with the Assessing employees and their Union representative is scheduled for Thursday.

There are some other duties performed by the Assessing Department that will need attention. This includes maintenance of a manual paper card system to track current and historical assessments. Kandiyohi County has eliminated their card system a couple years ago and all of this information is now available to City and County staff online. It is likely the City will eliminate their card system and establish a digital workflow process to track

its assessments in concert with the County. Other miscellaneous duties will be absorbed by a number of departments.

By hosting this hearing to abolish the Assessing Department will allow an opportunity for employee and public input. During this time, the County Board will also evaluate if it wants to assume the assessing work. All indications are the County is interested consolidating the assessing functions.

**FINANCIAL CONSIDERATION:** The 2016 adopted Assessing budget is \$328,335. Like many Department budgets, labor constitutes the majority at \$311,525. To date in 2016 the City has spent an estimated \$80,000 primarily on salaries. The City has 6,284 residential parcels, 789 commercial parcels, 253 multi-family parcels, 116 Agricultural parcels and 425 tax exempt parcels for a total of 7,867 parcels. The County currently charges other municipalities and townships \$12 per parcel to complete their assessment. Willmar's cost using the \$328,335 adopted budget equals \$41.74 per parcel. The City's five year historical costs range from \$28.25 to \$32.75 with an average of \$29.87.

It is proposed that the City will pay Kandiyohi County \$364,468 to take over the assessing responsibilities effective July 5, 2016. Beyond this payment, the City will contribute the City Assessors' computers, a police squad, \$5,000 for training, \$5,000 for consulting time for software data conversion and should the County need to hire an assessor prior to July 5<sup>th</sup> in preparation for the assessing work, the City would pay for several weeks of an Assessor II wages and benefits.

In 2016 and 2017, no County per parcel rate will apply for the City. Then in 2018, the County will charge the City on a per parcel bases for residential and non-residential, similar to what other jurisdictions pay. In conversations, the County suggests that rate in 2018 may be \$15 for residential parcels and \$25 for non-residential properties. Based on this information the cost for the City in 2018 would be approximately \$135,000. Should the County move to a "true assessment," the County would then levy for the entire cost of the assessing function, instead of having contracts with each unit of local government.

In 2019, the Assessor qualifications increase and the remaining township assessors may have to discontinue doing the work if they do not have the higher designation. What the County will eventually charge is unknown; however, we have requested we be charged the same rate per parcel as other townships and Cities.

**LEGAL:** The City Council has the authority following a public hearing to adopt an ordinance to abolish the Assessing Department.

**Department/Responsible Party:** Larry Kruse, City Administrator

**Reviewed by:** Larry Kruse, City Administrator

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ABOLISHING THE CITY ASSESSOR'S OFFICE WITHIN THE CITY CLERK  
DEPARTMENT

The City Council of the City of Willmar hereby ordains as follows:

Section 1. ABOLISHMENT OF CITY ASSESSOR'S OFFICE. Finding it to be in the best interests of the City of Willmar, the Willmar City Council hereby alters the City Clerk Department by abolishing the City Assessor's Office within such department.

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after July 5, 2016.

Passed by the City Council of the City of Willmar this \_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
Kevin Halliday, City Clerk

\_\_\_\_\_  
Marvin Calvin, Mayor

VOTE: \_\_\_\_\_ AHMANN \_\_\_\_\_ ANDERSON \_\_\_\_\_ CHRISTIANSON  
\_\_\_\_\_ FAGERLIE \_\_\_\_\_ JOHNSON \_\_\_\_\_ MUESKE \_\_\_\_\_ NELSEN \_\_\_\_\_ PLOWMAN

This Ordinance introduced by Council Member: \_\_\_\_\_

This Ordinance introduced on: \_\_\_\_\_

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